



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	3-15
8	To receive an update from the Clerk on matters arising	Clerk	16
9	Policy & Finance Committee – Cllr Manuel		
9.1	To receive the minutes of the Committee meeting on 14th 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	16
9.3	To receive a recommendation to approve the Fixed Asset Register	Cllr Manuel	17-23
9.4	To receive a recommendation to re-adopt the Standing Orders	Cllr Manuel	24-49
9.5	To delegate to the Clerk to finalise the insurance renewal with Zurich as part of the 3yr long term agreement	Cllr Manuel	50
9.6	To receive a recommendation to enter into a new contract with Hampshire County Council framework for utility contracts	Cllr Manuel	51
9.7	To receive a recommendation regarding bad debts	Cllr Manuel	52
10	Wickham Water Meadows Committee – Cllr Manuel		
10.1	To receive the minutes of the Committee meeting on 14th 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	53-57
11	General Purposes Committee – Cllr Phillips-Lee		
11.1	To receive the minutes of the Committee meeting on 10th 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	58-60

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	61
11.4	To receive a recommendation to proceed with a new .gov.uk domain name, website and email addresses	Cllr Phillips-Lee	61
11.5	To note the 2 dates for the VE80 celebrations in May 2025 – budget nominal Wickham Events 5700	Cllr Phillips-Lee	61
12	Recreation Committee – Cllr N Holladay		
12.1	To receive the minutes of the Committee meetings on 21st November 2024	Cllr N Holladay	website
12.2	To receive a recommendation to approve the Council's pitch improvement strategy	Cllr N Holladay	62-67
13	Planning & Highways Committee – Cllr Rappé		
13.1	To receive the minutes of the Committee meeting on 14th 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	68-69
Other			
14	To approve a budget for extra consultancy work needed for the Wickham Recreation Pavilion planning permission – Funding from Croudace S106 funds	Chair	70
15	To note the Internal Auditor's Report on the interim audit held on 27 th January 2025	Clerk	To follow
16	Recent correspondence/ reports from meetings attended of relevance	Chair	71
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	Separate
19	To approve the job description and person specification for the Assistant Parish Clerk role beginning 1 st April 2025.	Chair	Separate

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



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 26th September 2024 at 7pm.

Present: Councillors: Craig Manuel (Chair), Malc Burt, Sheila Chambers, David Evans, Leah Greenbank, Kathryn Holladay (Vice-Chair), Nic Holladay, Sandy Phillips-Lee, Ben Sawyers

In attendance: County Councillor Patricia Stallard, 2 members of the public, Parish Clerk Sophie Thorogood

- 1. Apologies for absence:** Councillor Robert Broad, Councillor Loraine Rappé, District Councillor Chris Chamberlain, District Councillor Angela Clear, District Councillor Neil Cutler
- 2. Declarations of interest:** Cllr Sawyers declared an interest in item 15 as a member of Wickham Chamber of Trade. Cllr Greenbank declared an interested in item 15 as a member of Team Wickham. Cllr Burt declared an interest in items 11.4 and 11.5 as a member of the Wickham Dynamos Football Club.
- 3. Public Session:** None.
- 4. Report from County Councillor:** Cllr Stallard's report had been circulated in advance of the meeting.

Cllr Stallard gave a brief explanation to everyone present that Hampshire County Council (HCC) along with Portsmouth City Council, Southampton City Council and Isle of Wight Council have attended meetings at Westminster to have discussions on devolution. Westminster have made it clear that big Councils will not receive any funding unless they become one large Council. They have met and agreed outlined terms, which would be a consortium Council and have a registered an expression of interest with Westminster

By April 2025, HCC will have a deficit of £82million, mainly due to adult social care and children's services costs. The bill for adult social care is over £500m a year, and school transport bill is £91m.

The only way to receive funding is to amalgamate in some way. The Government have made it clear that any Councils wanting to amalgamate would have to have an elected mayor. This is something that has always been fought, how the Councils involved cannot afford **not** to go down that route. If this amalgamation goes through, the elected mayor would be at the top, followed by a senate of the leaders of the 4 Councils. When money is devolved down, the money would go to the senate. Each Council would continue to operate separately.

The plan at this present time would be that HCC be a two tier authority: would have District & Borough Councils, then Parish and Town Councils and would **have** to have an elected mayor

Cllr Stallard also highlighted that there are applications submitted by SLR Consulting for Titchfield lane, and that she has attend meetings with Grenergy and Conrad Energy for

their applications. From a traffic and highways point of view, all three applications are a horror.

Cllr Manuel asked Cllr Stallard questions regarding if the residents of Hampshire would be consulted about the “Solent City” Council option, also highlighting resident’s concerns over the planned road closures for Knowle Road in October and December as HCC had not yet approved the alternative route. Cllr Stallard replied that as far as she was concerned, the alternative route was already approved, **ACTION:** Clerk to email Cllr Stallard to confirm this route approval.

Cllr Manuel also asked Cllr Stallard about the proposed adoption of the Wickham Shell roundabout. The weeds are very high at present and whilst WKPC understand that adoption is not possible and are exploring the licence application to maintain the roundabout instead, please can the high weeds be cut down **ACTION:** Clerk to email Cllr Stallard about the lack of maintenance to the roundabout.

5. Reports from District Councillors:

No District Councillors were in attendance.

6. Chairmans’s announcements: None.

7. Minutes of 27th June 2024 and 30th July 2024

RESOLVED: The minutes were approved and signed as true record, as proposed by Cllr Manuel, seconded by Cllr N Holladay and carried with abstentions from Cllr Sawyers and Cllr Evans.

8. Clerk’s update: Noted

9. Finance Committee (Cllr Manuel)

9.1. Minutes of the meeting held 13th June 2024: received and noted

9.2. Recommendation to award following grants:

- **1st Wickham Scouts - £2,000**
- **Meon Valley Food Bank - £500**
- **Citizen’s Advice Bureau - £250**
- **Homestart Hampshire - £250**

RESOLVED: to approve the recommendation to award the grants as detailed above, as proposed by Cllr Manuel, seconded by Cllr N Holladay and carried.

9.3. Financial Risk Assessment:

RESOLVED: to approve the recommendation to adopt the Financial Risk Assessment, as proposed by Cllr Manuel, seconded by Cllr Greenbank and carried

10. Planning & Highways Committee (Cllr Rappé)

10.1. Minutes of the meetings held 13th June and 18th July 2024: received and noted

10.2. Regulation 19 Local Plan Representation:

Verbal representation given at the last Committee meeting from another developer. It was hoped to have had written confirmation from the developer of the number of intended dwellings and planned community benefits if the Parish Council supported this site.

The Councillors were concerned if the Council support the site without written confirmation, the number of dwellings could increase and the Council may then support a site.

It was agreed to hold a short Full Council meeting on 10th October before the rearranged General Purposes Committee meeting to discuss and agree the representation. **ACTION:** Locum Clerk to write two draft representations, one supporting the Macra site, one supporting all 100 homes to be placed on the Glebe. Locum Clerk to also pursue written confirmation of the community benefits of supporting the Macra site ready for a decision to be made at this extra Full Council meeting over which representation would be submitted.

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

10.3 Conrad Energy Consultation:

RESOLVED: To approve the following recommendation to the Consultation, as proposed by Cllr Manuel, seconded by Cllr Phillips-Lee and carried.

Wickham and Knowle Parish Council is sympathetic to the project, however it would be contingent on identifying and agreeing community benefits.

11. Recreation Committee (Cllr N Holladay)

11.1. Minutes of the meetings held 20th June 2024 and 1st August 2024: received and noted

11.2. New lighting bollard

RESOLVED: to approve the recommendation to accept the quote of £688 plus VAT to install one new lighting bollard in the Knowle Village Hall car park, as proposed by Cllr N Holladay, seconded by Cllr K Holladay and carried.

11.3 Wickham Recreation Pavilion S106:

RESOLVED: to approve the recommendation to draw down on the S106 funding for the Wickham Recreation Pavilion project on a staged basis and make a request of £25,000 to WCC, as proposed by Cllr N Holladay, seconded by Cllr Manuel and carried

11.4 Mill Lane briefing document:

RESOLVED: to approve a recommendation to submit a business case to WCC for the reasons against artificial pitches at Mill Lane, and delegate to Cllr N Holladay, Cllr Manuel and the Clerk to finalise the report, as proposed by Cllr N Holladay, seconded by Cllr Manuel and carried

11.5 WCC Sports Consultation response: The Councillors had been discussing some amendments needed to the draft response agreed by the Recreation Committee.

RESOLVED: To approve to delegate the final response to Cllr N Holladay as Chair of Recreation, supported by Cllr Burt and Cllr Manuel, with the final version to be agreed by 12pm on 30th September and submitted by the Clerk, as proposed by Cllr N Holladay, seconded by Cllr Sawyers and carried.

12. External Auditor's Opinion on 2023/24 accounts: Received and noted

13. Review Committee membership: Previous Committee membership and changes needed are detailed below:

Recreation Committee

Chair – Councillor N Holladay

Members: Councillors; Manuel, Rappé, K Holladay, Burt (Vice-Chair), Chambers, Phillips-Lee

CHANGES: Add Cllr Evans and Cllr Sawyers

Planning and Highways Committee

Chair – Councillor Rappé

Members: Councillors; Chambers, N Holladay, K Holladay, Manuel, Phillips-Lee, Broad (Vice-Chair)
CHANGES: Remove Cllr Chambers

General Purposes Committee

Chair – Councillor Phillips-Lee

Members: Councillors; Manuel, K Holladay (Vice-Chair), N Holladay, Chambers, Greenbank, Rappé

CHANGES: Remove Cllr Rappé
Add Cllr Evans and Cllr Sawyers

HR Committee

Chair – Councillor Rappé

Members: Councillors: Manuel, N Holladay

CHANGES: Add Cllr Sawyers & Cllr Evans

Open Spaces Committee – deferred

Wickham Water Meadows Committee

Chair – Councillor Manuel

Members: Councillors: K Holladay, Burt, Chambers, Phillips-Lee

CHANGES: Remove Cllr K Holladay, Cllr Phillips-Lee,
Addition: Cllr Greenbank, Cllr Sawyers

Policy & Finance Committee

Chair – Councillor Manuel

Members: Councillors: K Holladay, N Holladay, Rappé, Phillips-Lee (Vice-Chair)

RESOLVED: to approve the Committee membership as detailed above, as proposed by Cllr N Holladay, seconded by Cllr Manuel.

- 14. New Parish website domain ending .gov.uk:** The Council is minded to move to a .gov.uk domain name but this is not being classed as an urgent task for the Clerk due to more urgent project work.

RESOLVED: to apply for a £100 grant towards moving to a .gov.uk domain name, as proposed by Cllr N Holladay, seconded by Cllr Evans and carried.

- 15. Grant for Wickham Christmas Event:** 2 members of public representing Wickham Chamber of Trade to discuss their grant application for a revised Christmas event in Wickham. There is a £5,500 budget in the Wickham Christmas nominal to fund the event. The grant application had been included in the document pack circulated prior to the meeting, and would be a joint Chamber of Trade and Team Wickham organised event, funded by the Parish Council and other grants/sponsorship. The event is being held earlier than normal to enable more traders within the Square to be able to volunteer time to run a larger event and hopefully attract more visitors to the Square in the run up to Christmas. The main hall at Wickham Community Centre would be hired as a contingent plan for bad weather, which would also enable the car park to be used as the event parking. Councillors asked a few questions of the organisers surrounding potential danger of pedestrian crossings at night and concerns following a previous incident of a child going missing. The organisers explained the event would be fully risk assessed, an event management plan created and 2 manned “elf crossings” would be implemented for the event. The Clerk to work with Cllr Sawyers to arrange the Christmas tree and installation of lights around the Square and tree decoration. Invoices relating to the event will be paid by the Parish Council.

As the grant had missed the Policy & Finance Committee meeting, the Chair asked members of that Committee if they were happy to approve the grant.

RESOLVED: to approve a grant for the Wickham Christmas Cracker event, for a total of £5,500 to include costs of installation and decoration of a Christmas tree and installation of lights around the Square, as proposed by Cllr Manuel, seconded by Cllr Phillips-Lee and carried.

16. Payments lists for April-July 2024: The new financial software package is now installed and the Clerk has been working through entering in all backdated transactions. The Councillors asked to have an extra column added for nominal code to be able to tie payments made to budget monitoring reports and understanding how payments were coded.

RESOLVED: To approve the payments lists for April-July 2024, as proposed by Cllr Greenbank, seconded by Cllr N Holladay and carried.

17. To receive correspondence/details of meetings attended:

- 17.1 Cllr K Holladay attended a meeting with Cllr Broad and the Locum Clerk regarding installation of a pedestrian crossing at School Road. This item will be discussed at a future meeting of the Planning & Highways Committee.**
- 17.2 Cllr K Holladay has also been in contact with Wickham Primary School with regards to parking issues around the Community Centre and how the Parish Council might be able to help liaise with both parties to find a solution to the parking issues.**
- 17.3 Cllr N Holladay attended an online training course regarding neighbourhood planning and will forward the slides to the Councillors.**
- 17.4 Cllr Burt expressed concerns that the smart marketing postcards delivered through letterboxes did not make provision for residents who do not have access to technology to be able to reply to the consultation electronically. Feedback to be passed back to the Planning & Highways Committee.**

Meeting closed 9:22pm

Signed.....
Date.....



Wickham and Knowle Parish Council

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

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

In attendance: Suella Braverman MP, County Councillor Patricia Stallard, District Councillor Chris Chamberlain, District Councillor Neil Cutler, 1 member of the public, Parish Clerk Sophie Thorogood

- 1. Apologies for absence:** District Councillor Angela Clear
- 2. Declarations of interest:** Cllr Phillips-Lee and Cllr Rappé declared an interest in item 15 as members of Knowle Resident's Association; Cllr Burt declared a pecuniary interest in item 25 and will be leaving the meeting during this item.
- 3. Public Session:** 1 member of public in attendance

Extra Public Session: Suella Braverman, MP attended the Council meeting as an observer and to give an update on some issues she has been helping the Parish Council with. Suella Braverman has been lobbying Fareham Borough Council (FBC) over issues surrounding the Welborne development, in particular the name change of Knowle Road, putting in a formal plea for FBC to reconsider the decision and has spoken to the leader of FBC.

As already publicised, there is a slight reprieve in the boundary drawing for the Wickham GP Surgery. A steady flow of funding is needed from the Integrated Care Board (ICB). The previous Health Secretary had made promises in 2016 regarding the issue, and it is important not to go back on these promises.

The long-term planning for the Surgery has ignored the increase in population. Cllr N Holladay commented that it is understood that the ICB have found another provider and come to an agreement in principle. Suella Braverman replied that there may be a provider but there is no funding.

- 4. Report from County Councillor:** Cllr Stallard's report had been circulated in advance of the meeting.

Cllr Stallard added that she regularly writes to Highways regarding the Wickham crossroads and the numerous incidents. Cllr Stallard asked for feedback on whether the small modifications that have been made have made any significant changes to the crossroads.

A small discussion was had between Parish Councillors over their concerns for the crossroads, in that death is the only measure considered for serious action, and that the Wickham Resident's Association have prepared a report on the accidents and casualties, for which Cllr K Holladay was asked to send the report onto Cllr Stallard. The Parish Council is pursuing the project to install an informal crossing on School Road.

Cllr Stallard also updated that Tapanage Bridge has been demolished, the Bridleway is re-opening on 16th December, foliage cleaned and new gate installed. Horseriders have been in contact with Cllr Manuel regarding issues over having to dismount their horses to open and close the gate.

Finally Cllr Stallard reassured everyone that HCC are using their reserves to balance the books for 2025/26 budget, but that for 2026/27, HCC could find itself in a difficult position if the Government does not provide more funding streams. The Government White Paper on devolution is awaited to understand the potential impact on budgets in future years.

5. Reports from District Councillors:

Cllr Chamberlain gave an update that the re-drawing of the GP Surgery catchment boundary means only the first 10% of the Welborne development will fall under Wickham Surgery.

Cllr Chamberlain thanked the Council for sending through the Mill Lane briefing document prepared for WCC. The 3 District Councillors will review the document and submit any feedback.

The landowners of Crown Golf Course have contacted the District Councillor who would like to meet jointly with the District and Parish Councillors regarding a proposal to develop part of the site. Cllr Manuel commented that the Parish Council want to wait until the Local Plan Regulation 19 is completed before it considers other planning proposals in Wickham.

A report recently circulated that from City Council perspective, WCC are on track to meet their target to reduce carbon emissions by 96%. Cllr Cutler added that the last 4% of this carbon emissions target will be really difficult as the cost for that 4% is huge.

Cllr Cutler spoke about WCC budgets which face the usual concerns. Expecting the Government to implement fair funding review which would hit WCC very hard. An example is a reduction in Business Rates by £3m. Social care and SEN has hit HCC very badly. Funding will be based on deprivation which WCC is not really subject to.

There is a lot of talk about so called devolution, and a Government White Paper is eagerly awaited. Some of the planned proposals under the White Paper are known, such as the combined authority with a Mayor. Cllr Cutler is concerned that so called plans may mean as a rural district, Wickham and Knowle may be forgotten about amongst the rural districts.

Finally, Cllr Cutler commented that WCC have adopted the new Code of Conduct.

6. Chairmans's announcements: Cllr Manuel thanked everyone involved in and for those who attended the two Remembrance Sunday events; the Parish Council was well represented.

The Wickham Christmas Cracker was a big success; a special thank you was given to Chrissie Bailey for her hard work. Cllr Sawyers was also thanked for organising the Christmas trees. Cllr Manuel reminded everyone that the Knowle Christmas Service was being held on 8th December at 5pm.

Cllr Manuel thanked the Councillors involved in interviewing the 3 short-listed contractors for the Grounds Maintenance Contract site visits.

Cllr Manuel gave a special mention to Belinda Pope who deserved special recognition for the petition on the boundary review which should be mentioned at the Parish Assembly. Kayleigh Rooke was also given a special mention for the save trees and hedges in Knowle campaign.

The Knowle Road is changing name. The Parish Council have objected to this name change, however Fareham Borough Council have given permission for the name change and HCC have approved it. WCC did object and as a result, the last 100m will still be called Knowle Road.

Cllr Manuel has complained to HCC about potholes. There is a cut off at the Knowle boundary section which has been left un-tarmacked. There are still lots of potholes remaining, which have been inspected and are not considered severe enough to be filled. The road around the new roundabout is too small. Cllr Manuel is liaising with Cllr Stallard on this.

Finally, Cllr Manuel thanked Councillors and the Clerk for all of their hard work and wished everyone a great Christmas.

7. **To elect a Vice-Chair:** Cllr Manuel thanked Cllr K Holladay for her time as Vice-Chair.

RESOLVED: To elect Cllr Broad as Vice-Chair of the Council, as proposed by Cllr Rappé, seconded by Cllr N Holladay and carried.

8. **Minutes of 26th September 2024 and 10th October 2024:** Errors were spotted in the minutes from 26th September so these will be changed and approved at the next Full Council meeting.

RESOLVED: The minutes of 10th October 2024 were approved and signed as true record, as proposed by Cllr Manuel, seconded by Cllr N Holladay and carried.

9. **Clerk's update:** Noted

10. **Finance Committee (Cllr Manuel)**

10.1. **Minutes of the meeting held 12th September 2024:** received and noted

10.2. **Budget for 2025/26:**

RESOLVED: to approve the budget for 2025/26 for income of £431,910 and expenditure of £392,350, as proposed by Cllr Manuel, seconded by Cllr Rappé and carried.

10.3. **Precept demand for 2025/26:**

RESOLVED: to approve a precept demand of £381,010, this being a 15% increase on a band D to £195.50, on a tax base of 1,948.90, as proposed by Cllr Manuel, seconded by Cllr Phillips-Lee and carried.

10.4. **New model Financial Regulations:**

RESOLVED: To accept the recommendation to adopt the new model Financial Regulations, as proposed by Cllr Manuel, seconded by Cllr N Holladay and carried.

10.5. **Extend appointment of Lightatouch:**

RESOLVED: To accept the recommendation to extend the appointment of Lightatouch as the Council's Internal Auditor for the 2024/25 financial year, as proposed by Cllr Manuel, seconded by Cllr Rappé and carried.

10.6. Moving Wickham Recreation Pavilion project to RIBA stage 4:

The Policy & Finance Committee resolved to recommend accepting a quote for moving the Pavilion project to RIBA stage 4. The original quote from Axis was for £4,550 for RIBA stages 1-3, which has now almost all been invoiced (£400 remains outstanding to be invoiced for stage 3).

To move the Pavilion Project to stage 4, a further £11,300 is required for stages 4A, 4B and 4C. This total is £15,850 which will initially be covered by the Wickham CIL earmarked reserve and will be re-imbursed when the S106 funding from WCC begins to be released in stages, as previously approved by Full Council.

RESOLVED: To accept the recommendation to approve the recommendation to accept a quote of £11,300 to move the Wickham Recreation Pavilion project to RIBA stage 4, as proposed by Cllr Manuel, seconded by Cllr Evans and carried.

ACTION: Clerk to put the layout plans on the Parish website

10.7. Submission of Wickham Recreation Pavilion project for planning permission:

It has been suggested that prior to going out to tender for the project, that the submission of the project is made for planning permission. Approval is required for the following:

- A quote of £4,250 for Axis to act as Principal Designer for the project
- A quote of £900 for Axis to prepare the planning application to WCC
- An estimate of £1,200 for the Planning Portal Fees
- An estimate of £1,000 for a topographical survey of the Recreation Ground.

These extra costs, totalling £7,350, are requested for approval. They have not been taken into account from the original £25,000 requested from WCC for the S106 staged payment and will be funded from the earmarked reserve until 2025/26 when the balance of the S106 will be released to the Parish Council.

RESOLVED: To approve the recommendation to approve submission of the Wickham Recreation Pavilion project for planning permission and approve all associated planning submission costs, as proposed by Cllr Manuel, seconded by Cllr Evans and carried.

10.8. Moving Knowle Village Hall extension project to RIBA stage 4:

The original quote from Axis was for £4,550 for RIBA stages 1-3, which has been fully invoiced. Planning Permission has been granted. To move the Pavilion Project to stage 4, a further £12,810 is required for stages 4A, 4B and 4C.

Approval is required for the following:

- A quote of £4,900 for Axis to act as Principal Designer for the Knowle Village Hall extension project
- A quote of £12,810 for Axis to move the Knowle Village Hall extension project to RIBA Stage 4

Recommendation: To approve the recommendation to approve the above quotes, to be funded from the Knowle Village Hall earmarked reserve.

RESOLVED: To accept the recommendation to approve the recommendation to accept a quote of £12,810 to move the Knowle Village Hall extension project to RIBA stage 4, as proposed by Cllr Manuel, seconded by Cllr Rappé and carried.

10.9. Bank mandate change:

RESOLVED: To approve a recommendation to add Victoria Glenister to the Lloyds bank mandate as a viewer, as proposed by Cllr Manuel, seconded by Cllr Greenbank and carried.

10.10. Market Appraisal of the Boston's barbers:

RESOLVED: To accept a quote of £675 for Ely Langley Grieg to carry out a market appraisal of the Boston's barbers, and for the details and rent review to be carried out by the Policy & Finance Committee, as proposed by Cllr Manuel, seconded by Cllr Phillips-Lee and carried.

Suella Braverman, MP, and Cllr Patricia Stallard arrived at 19:35pm.

11. Planning & Highways Committee (Cllr Rappé)

11.1. Minutes of the meetings held 12th September and 17th October 2024:
received and noted

11.2. Neighbourhood Plan update:

98% consultation respondents were in favour of a Neighbourhood Plan. A briefing was held in October by Steve Tilbury for those who had shown an interest in joining a working party. Cllr Chamberlain asked Cllr Rappé how many responses were received in total; 298. Of those 10 people have come forward to join a working party.

12. Recreation Committee (Cllr N Holladay)

12.1. Minutes of the meetings held 19th September 2024 and 24th October 2024:
received and noted

12.2. Tree work to Knowle Village Green:

RESOLVED: to approve the recommendation to accept the quote of £4,180 plus VAT from JN Tree Care Ltd for tree work to Knowle Village Green, as proposed by Cllr N Holladay, seconded by Cllr Rappé and carried.

12.3 Knowle Village Hall sports floor:

RESOLVED: to approve the recommendation to accept a quote of £4,800 from RG Floor Services to sand and reseal the Knowle Village Hall sports floor, as proposed by Cllr N Holladay, seconded by Cllr Evans and carried

12.4 Knowle Village Hall kitchen extractor fan:

RESOLVED: to approve a quote of £450 + VAT from Phoenix Cleaning Company to clean the extractor fan in the Knowle Village Hall kitchen, as proposed by Cllr N Holladay, seconded by Cllr Manuel and carried.

13. General Purposes Committee (Cllr Phillips-Lee)

13.1. Minutes of the meetings held 19th June 2024: received and noted

13.2. Apply for licence to maintain Shell roundabout:

RESOLVED: to approve the recommendation to apply for a licence to maintain the Shell Roundabout in Wickham as proposed by Cllr N Holladay, seconded by Cllr Greenbank and carried.

13.3. Adopt the red telephone box in Wickham:

RESOLVED: to approve the recommendation to adopt the red telephone box in Wickham, subject to the Clerk obtaining legal advice from Hampshire Legal Services, as proposed by Cllr K Holladay, seconded by Cllr N Holladay and carried.

13.4. New noticeboard in Mayles Lane, Knowle:

RESOLVED: to approve the recommendation to purchase a new noticeboard from Parish Noticeboards at a price of £1,890+ VAT for Mayles Lane, Knowle, as proposed by Cllr Phillips-Lee, seconded by Cllr Rappé and carried.

14. Wickham Water Meadows Committee (Cllr Manuel)

14.1. Committee's amended Terms of Reference:

RESOLVED: to approve the recommendation to adopt the Committee's terms of references, as proposed by Cllr Manuel, seconded by Cllr Greenbank and carried.

14.2. Fencing contractor for the Water Meadows fencing project:

RESOLVED: to approve the recommendation to appoint Aquascience to carry out the fencing repairs at the Water Meadows for £6,180 + VAT, as proposed by Cllr Manuel, seconded by Cllr Greenbank and carried.

15. Knowle Resident's Association grant request:

RESOLVED: to approve a grant request of £300 from the Knowle Resident's Association for the 2024 Christmas event, funding to be taken from the Knowle Christmas nominal, as proposed by Cllr Manuel, seconded by Cllr Sawyers and carried with abstentions by Cllr Phillips-Lee and Cllr Rappé.

16. Committee membership review: Membership and changes needed are detailed below:

Recreation Committee

Chair – Councillor N Holladay

Members: Councillors; Manuel, Rappé, K Holladay, Burt (Vice-Chair), Chambers,

Planning and Highways Committee

Chair – Councillor Rappé

Members: Councillors; N Holladay, K Holladay, Manuel, Broad (Vice-Chair)

CHANGES: Add Cllr Evans

General Purposes Committee

Chair – Councillor Phillips-Lee

Members: Councillors; Manuel, K Holladay (Vice-Chair), N Holladay, Chambers, Greenbank, Rappé, Evans, Sawyers

HR Committee

Chair – Councillor Rappé

Members: Councillors: Manuel, N Holladay, Evans, Sawyers

Open Spaces Committee – deferred

Wickham Water Meadows Committee

Chair – Councillor Manuel

Members: Councillors: Burt, Chambers, Sawyers (Vice-Chair), Greenbank

CHANGES: Add: Cllr Greenbank, Cllr Sawyers

Policy & Finance Committee

Chair – Councillor Manuel

Members: Councillors: N Holladay, Rappé, Phillips-Lee (Vice-Chair)

CHANGES: Add: Cllr Broad

Remove: Cllr K Holladay

RESOLVED: to approve the Committee membership as detailed above, as proposed by Cllr N Holladay, seconded by Cllr Rappé and carried.

17. HR Committee's terms of reference:

RESOLVED: to approve the HR Committee's terms of references, as proposed by Cllr Manuel, seconded by Cllr Rappé and carried.

18. Delegate two new roles to the HR Committee:

RESOLVED: to delegate to the HR Committee to finalise job description and person specification for the two new roles beginning 1st April 2025, as proposed by Cllr Manuel, seconded by Cllr Evans and carried.

19. Wickham skatepark: Following the Grounds Maintenance Contract site visits, a ROSPA inspection of the skatepark had been ordered and report was received in time to be discussed at the Full Council meeting. No issues were deemed high risk and therefore no decision was needed to temporarily close the skatepark. **ACTION:** The Clerk to seek quotes and push forward repairs to the concrete, fencing, order tree work and generally improve the health and safety of the skatepark.

20. Conversion of toilets into new officer: Item deferred.

21. Council's response to the National Consultation on remote meetings and proxy voting: The Councillors had been invited to respond to the National Consultation individually and the Clerk was asked to submit a Council response stating that the Council supported remote meetings but did not support proxy voting. Cllr Rappé did not support either, but the Council's response was a majority. **ACTION:** Clerk to submit the Council's response.

22. Meeting calendar for 2025:

RESOLVED: to approve the meeting calendar for 2025, as proposed by Cllr Manuel, seconded by Cllr Greenbank and carried.

ACTION: Clerk to distribute meeting calendar to Parish/District/County Councillors, and book meeting rooms in both Wickham and Knowle.

23. To receive correspondence/details of meetings attended:

23.1 Cllr Chambers attended the HALC County Forum on 21st November and will distribute the meeting notes. HALC are encouraging all Councils to report their issues over speeding to HALC. Cllr Stallard added that the Parish could apply to HCC to join the 20 is Plenty Campaign. K Holladay attended a meeting with Cllr Broad and the Locum Clerk regarding installation of a pedestrian crossing at School Road. This item will be discussed at a future meeting of the Planning & Highways Committee.

23.2 Cllr K Chambers also attended the WINACC meeting on Leading Action on Climate Emergency and will distribute these meeting notes too.

8.56pm All members of public and Cllr Burt left the meeting room

24. Motion for confidential business:

25. Grounds Maintenance Contract for 1st April 2025: Full details of this are contained in a confidential minute.

RESOLVED: To award the Grounds Maintenance Contract beginning 1st April 2025 to General Farming & Contracting Limited, as per scoring contained under the Invitation to Tender under the legal procurement process, as proposed by Cllr Evans, seconded by Cllr N Holladay and carried with abstentions from Cllr Manuel, and with Cllr Rappé and Cllr Phillips-Lee voting against.

ACTION: Clerk to write to the 2 out-going contractors to give notice and to also draw up the contract with General Farming and Contracting Ltd.

Meeting closed 10:00pm

Signed.....

Date.....

DRAFT

Full Council meeting – 30th January 2025

Agenda Item 8 -

To receive an update from the Clerk

Since the last Full Council meeting, the precept demand was submitted to Winchester City Council (WCC) for 2025/26 by the deadline. Information was contained in the January Wickham Parish Magazine relating to the increase in budget.

Purchase orders were raised to Axis Architects for both the Wickham Recreation Pavilion project and the Knowle Village Hall extension project. Planning application for the Wickham Recreation Pavilion was submitted on 10th December and closes on 30th January. A new page was created on the website to show plans and links to the 2 planning applications for residents to see.

The updated bank mandate is now in place and the Business Manager can now view transactions to track payments made for bookings.

The TPO applications for the work at Knowle Village Green was delayed but is now with WCC for consideration. It is hoped that permission will be granted in early March and the tree work will be carried out shortly after.

The Clerk continues to progress renovation issues at the Wickham Skatepark and the Recreation Committee will oversee any works needed.

The Council's response to the National Consultation on remote meetings and proxy voting was submitted in time.

The outgoing contractors for the Grounds Maintenance contract were notified in writing and the Clerk is working on the new contract with the selected contractor for 1st April 2025.

Agenda Item 9.2 -

To receive a recommendation to approve a virement from reserves to fund office conversion costs at Knowle Village Hall

The Recreation Committee approved a contractor to convert the toilets into an extra office space at Knowle Village Hall. There was no budget allocated for this work, but this work is necessary in order to allow the team of Council Officers to expand in the future.

The approved quote is for £5,720, and a budget of £1,000 maximum is needed to cover costs of additional desk costs (not including a new laptop which has been budgeted for)

Recommendation: to approve the recommendation to approve a virement from general reserves to a maximum of £7,000 to cover the office conversion costs at Knowle Village Hall.

Wickham and Knowle Parish Council		Closing value	Additions/	Closing value	Additions/	Closing value
Schedule of assets 2023/24 onwards	Extra description	2022/23	Disposals	2023/24	Disposals	2024/25
Wickham Recreation Ground Address Fareham Road PO17 5DE Ownership 1.6 ha recreation ground leased from Rookesbury Estate until 2056 Map reference SU 574 110						
Wickham Recreation Ground Tennis courts, floodlights, cctv	30m2 timber building built 1950s	£79,156		£79,156		£79,156
Wickham Recreation Ground Fencing		£4,723		£4,723		£4,723
Wickham Recreation Ground Harod goal posts		£1,387		£1,387		£1,387
Wickham Recreation Ground Tennis notice board		£1,000		£1,000		£1,000
Wickham Recreation Ground Seats and picnic benches		£5,253		£5,253		£5,253
Wickham Recreation Ground Line marker		£314		£314		£314
Wickham Recreation Ground Bin		£774		£774		£774
overhead barrier		£2,825		£2,825		£2,825
Wickham Recreation Ground Clubhouse	24m2 timber building completed 2017	£40,010		£40,010		£40,010
Wickham Recreation Ground Defibrillator	on tennis clubhouse	£1,620		£1,620		£1,620
Wickham Recreation Ground new tennis court lighting			£13,495.00	£13,495		£13,495
Wickham Recreation Ground play equipment (WRG)						
2 multi units, 2 swings, 1 springer, timber trail, two seats, 178 carpet & 25m2 of grass mat		£4,250		£4,250		£4,250
WRG Swings with flat seats		£1,794		£1,794		£1,794
WRG Eco surface under swings		£1,139		£1,139		£1,139
WRG Swings Excavation and membrane		£374		£374		£374
WRG Cradle swings		£1,891		£1,891		£1,891
WRG Eco surface under cradle swings		£938		£938		£938
swings		£308		£308		£308
WRG Maliton multi unit		£11,843		£11,843		£11,843
WRG Whizzer		£1,294		£1,294		£1,294
WRG Vippy see saw		£1,320		£1,320		£1,320
WRG Eco surface under vippy see saw		£5,762		£5,762		£5,762
WRG Excavation & membrane under vippy see saw		£1,892		£1,892		£1,892
WRG Swingo		£2,046		£2,046		£2,046
WRG Eco surface under Swingo		£1,005		£1,005		£1,005
WRG Excavation & membrane under swingo		£330		£330		£330
WRG Aro multi unit		£4,594		£4,594		£4,594
WRG Mini see saw		£800		£800		£800
WRG Tic tac toe panel		£709		£709		£709
WRG Number panel		£807		£807		£807
WRG Eco surface under number panel		£2,680		£2,680		£2,680
WRG Excavation & membrane under number panel		£880		£880		£880
WRG Talk tubes		£792		£792		£792
WRG Trampoline		£3,010		£3,010		£3,010
WRG Eco surface under trampoline		£469		£469		£469
trampoline		£154		£154		£154
WRG Supernova existing eco surface		£2,345		£2,345		£2,345
WRG Excavation & membrane supernova		£770		£770		£770
WRG Tital aerial roundabout		£8,298		£8,298		£8,298
WRG Basket swing		£2,533		£2,533		£2,533
WRG Grass matt		£1,019		£1,019		£1,019
WRG Reinstall existing seat		£180		£180		£180
WRG Benches & picnic benches		£2,986		£2,986		£2,986
WRG Top soil to backfill		£1,890		£1,890		£1,890
WRG Discount		-£1,102		-£1,102		-£1,102
WRG Aerial runway		£15,000		£15,000		£15,000
WRG Viper swing and inclusive roundabout		£20,000		£20,000		£20,000

Wickham and Knowle Parish Council		Closing value	Additions/	Closing value	Additions/	Closing value
Schedule of assets 2023/24 onwards	Extra description	2022/23	Disposals	2023/24	Disposals	2024/25
Wickham Recreation Ground Outdoor Gym equipment (WRG OG)						
WRG OG Air walker			£1,339	£1,339		£1,339
WRG OG Arm and pedal bike			£1,382	£1,382		£1,382
WRG OG Double sit up boards			£1,560	£1,560		£1,560
WRG OG Double cross country skier			£1,713	£1,713		£1,713
WRG OG Combination SCP/PDC			£2,585	£2,585		£2,585
WRG OG Pushup and dip station			£1,222	£1,222		£1,222
WRG OG Seated leg press			£1,510	£1,510		£1,510
WRG OG balance to invoice			-£481	-£481		-£481
Wickham Recreation Ground pathway			£11,630.00	£11,630		£11,630
Wickham Recreation Ground spinner bowl			£117.00	£117		£117
Wickham Village						
Wickham Village Bus shelter on land owned by WCC		£4,885		£4,885		£4,885
Wickham Village - Village map		£1,389		£1,389		£1,389
Wickham Village 9 No village seats		£3,136		£3,136		£3,136
Wickham Village Benches for Lysander Meadow & Wickham Centre		£2,082		£2,082		£2,082
Wickham Village Map boards Square and Station Close		£2,100		£2,100		£2,100
Wickham Village Freestanding street lights		£63,063		£63,063		£63,063
Wickham Village 8 No transformers	Warwick's shed	£1,223		£1,223		£1,223
Wickham Village 6 No sets of Christmas lights ditto		£1,181		£1,181		£1,181
Wickham Village Notice board		£1,062		£1,062		£1,062
Wickham Village 4 No Welcome to Wickham signs		£4,631		£4,631		£4,631
Wickham Village Village clock on Lillys Wall		£1,310		£1,310		£1,310
Wickham Village 5 dog bins, Meon Valley Trail x2, Village Green, Tanfield Park and Rec Ground		£753		£753		£753
Wickham Village History boards		£6,800		£6,800		£6,800
Wickham Village Christmas lights for tree		£734		£734		£734
Wickham Village Defibrillator	on wall of Station Rd public loos	£1,465		£1,465		£1,465
Wickham Village Speedlimit reminder signs		£4,700		£4,700		£4,700

Wickham and Knowle Parish Council		Closing value	Additions/	Closing value	Additions/	Closing value
Schedule of assets 2023/24 onwards	Extra description	2022/23	Disposals	2023/24	Disposals	2024/25
Bridge St Village Green						
Bridge St Village Green Steps		£4,500		£4,500		£4,500
Bridge St Village Green Seats at top of steps		£750		£750		£750
Bridge St Village Green Seats at bottom of steps		£5,629		£5,629		£5,629
Bridge St Village Green Memorial bench bottom of steps		£784		£784		£784
Bridge St Village Green Dog bin		£400		£400		£400
Community Centre play area						
Address Wickham Centre, Mill Lane PO17 5AL						
Ownership informal agreement with Community Association						
Map reference SU 572 119						
WCC play area Play equipment		£14,170		£14,170		£14,170
WCC Basket swing		£6,934		£6,934		£6,934
Community Centre play area Basketball nets		£5,458		£5,458		£5,458
Community Centre play area Metal skate ramps - add 2015/16		£33,819		£33,819		£33,819
Community Centre play area Skatepark surfacing		£0		£0		£0
Community Centre play area Seats and bins		£1,788		£1,788		£1,788
Community Centre play area Concrete skatepark and two floodlights		£63,000		£63,000		£63,000
Community Centre play area Notice board		£2,415		£2,415		£2,415
Community Centre play area Bin		£398		£398		£398
Community Centre play area Festive LED lights community centre container		£5,878		£5,878		£5,878
Community Centre play area Additional lights		£729		£729		£729
Community Centre play area Community Centre cctv		£1,963		£1,963		£1,963
Wickham MUGA, 6 mini goals, four floodlights						
Address Wickham Centre, Mill Lane PO17 5AL		£175,470		£175,470		£175,470
Ownership: Leased from Hampshire County Council						
Map reference SU 572 119						
Roof net for all weather pitch		£3,100		£3,100		£3,100
Replacement all weather pitch goals		£6,871		£6,871		£6,871
Additional lighting controller smartaccess					£2,500	£2,500

Wickham and Knowle Parish Council		Closing value	Additions/	Closing value	Additions/	Closing value
Schedule of assets 2023/24 onwards	Extra description	2022/23	Disposals	2023/24	Disposals	2024/25
The Circle play area , Wickham						
Address The Circle PO17						
Ownership informal agreement with Winchester City Council						
Map reference SU 570 117						
TC Seesaw M14670		£3,100		£3,100		£3,100
TC Spinner ELE400024		£900		£900		£900
TC Tug boat M7005		£3,000		£3,000		£3,000
TC Junior Spica ELE400058		£900		£900		£900
TC Swing set ELE400403		£1,600		£1,600		£1,600
TC Cradle seat SRE505		£0		£0		£0
TC Birds nest swing SPFE25057		£2,200		£2,200		£2,200
TC Multi unit TR1003		£5,500		£5,500		£5,500
TC Benches x 3 & bins x 2		£3,000		£3,000		£3,000
TC HAGS UniMini Amris multiplay	Updated 2023	£11,285		£11,285		£11,285
TC HAGS Essential Core multiplay	Updated 2023	£11,676		£11,676		£11,676
TC Fence & gates		£4,000		£4,000		£4,000
TC Safamulch safety surface	Updated 2023	£25,698		£25,698		£25,698
TC installation		£21,080		£21,080		£21,080
Lysander Meadow, Wickham						
Address Fareham Road / Hoads Hill Wickham						
Ownership 0.62 ha (check) Freehold meadow with public access						
Map reference SU 573 108						
Lysander Meadow, Wickham Fencing		£4,723		£4,723		£4,723
Lysander Meadow, Wickham Benches		£2,000		£2,000		£2,000
Knowle Cemetery						
Address Mayles Lane PO17 5LE						
Ownership Freehold closed cemetery transferred in 2005						
Map reference SU 560 098						
Knowle Cemetery Fencing		£8,855		£8,855		£8,855
Knowle Cemetery Memorial stone		£2,951		£2,951		£2,951
Knowle Cemetery Interpretation board		£354		£354		£354
Knowle Village Hall						
Address Knowle Road PO17 5GR						
Ownership Freehold community building						
Map reference SU 562 096						
Knowle Village Hall	430m2 brick /tile completed 2011	£500,000		£500,000		£500,000
Knowle Village Hall cctv	(installed 2016/17)	£2,514		£2,514		£2,514
Knowle Village Hall Scaffold tower		£307		£307		£307
Knowle Village Hall 4 new meeting room chairs			£897	£897		£897
CCTV					£3,537	£3,537
Extra CCTV camera					£525	£525

Wickham and Knowle Parish Council		Closing value	Additions/	Closing value	Additions/	Closing value
Schedule of assets 2023/24 onwards	Extra description	2022/23	Disposals	2023/24	Disposals	2024/25
Knowle Village Green						
Address Knowle Road PO17 5GR						
Ownership 3.36 ha Freehold recreation ground						
Map reference SU 563 095						
Knowle Village Green MUGA		£80,000		£80,000		£80,000
Knowle Village Green Skatepark		£40,000		£40,000		£40,000
Knowle Village Green Benches on village green		£4,128		£4,128		£4,128
Knowle Village Green Dug outs		£3,640		£3,640		£3,640
Knowle Village Green Spectator barrier		£4,591		£4,591		£4,591
Knowle Village Green Goal posts		£1,284		£1,284		£1,284
Knowle Village Green Line marker		£314		£314		£314
Knowle Village Green fencing		£5,000		£5,000		£5,000
Knowle Village Green Storage container		£4,623		£4,623		£4,623
Knowle Village Green Notice board		£1,000		£1,000		£1,000
Knowle Village Green 2022 Notice board		£2,000		£2,000		£2,000
Knowle Village Green car park lighting			£13,457	£13,457		£13,457
Knowle Village Green skatepark benches			£690	£690		£690
Knowle Skate park pad extension					£11,600	£11,600
Play area Victoria Mews						
Address Knowle PO17 5JX						
Ownership Freehold						
Map reference SU 562 094						
VM Springer x 1		£3,000		£3,000		£3,000
VM Wooden elephant x 1		£3,000		£3,000		£3,000
VM Cradle swing set		£7,000		£7,000		£7,000
VM Wetpour		£12,000		£12,000		£12,000
Play area Consort Mews						
Address Knowle PO17 5FH						
Ownership Freehold						
Map reference SU 559 093						
CM Cradle swing set		£2,000		£2,000		£2,000
CM Flat swing set		£2,000		£2,000		£2,000
CM Fence & gates		£4,000		£4,000		£4,000
CM Rope end swinger		£8,339		£8,339		£8,339
CM Tonalia timber multi-play unit LE20939U		£16,549		£16,549		£16,549
CM Madri timber seesaw LE20581U		£2,029		£2,029		£2,029
CM Spinner 200201870		£596		£596		£596
CM Seats x 2 Sofiero		£1,304		£1,304		£1,304
CM Bark, loose fill		£11,837		£11,837		£11,837
CM prelims £4126 / preparation £4391		£8,517		£8,517		£8,517
CM discount		<u>-£1,531</u>		-£1,531		-£1,531
Play area Barbastelle Walk						
Address Knowle PO17 5DS						
Ownership Freehold						
Map reference SU 559 094						
BW Slide multi-unit		£10,000		£10,000	-£10,000	£0
BW Bark surfacing		£5,000		£5,000		£5,000
BW Fence & gates		£4,000		£4,000		£4,000
BW Seesaw						
BW Mini basket swing						
BW Bark						
BW Sofiero seat						
BW prelims / preparation						
BW discount						
BW multiplay unit					£16,393	£16,393
BW roundabout					£1,079	£1,079
Bark surfacing					£3,651	£3,651

Wickham and Knowle Parish Council		Closing value	Additions/	Closing value	Additions/	Closing value
Schedule of assets 2023/24 onwards	Extra description	2022/23	Disposals	2023/24	Disposals	2024/25
Play area Greater Horseshoe Way						
Address Knowle PO17 5LF						
Ownership Freehold						
Map reference SU562 095						
	GHW Toddler slide	£5,000		£5,000		£5,000
	GHW Dog springer	£1,000		£1,000		£1,000
	GHW Toddler swings	£2,000		£2,000		£2,000
	GHW Toddler roundabout	£3,000		£3,000		£3,000
	GHW Wetpour	£10,000		£10,000		£10,000
	GHW Fence & gates	£4,000		£4,000		£4,000
	GHW Basket swing	£2,593		£2,593		£2,593
	GHW Bin	£612		£612		£612
	GHW Seat Sofiero	£633		£633		£633
	GHW Row panel	£1,054		£1,054		£1,054
	GHW Wetpour / edging / turf	£4,571		£4,571		£4,571
	GHW Prelims / preparation	£2,002		£2,002		£2,002
	GHW discount	£-56		£-56		£-56
Dean Copse		£0		£0		£0
Address Mayles Lane Knowle PO17 5LT						
Ownership Freehold 1.6 ha SINC woodland						
Map reference SU 559 091						
	Dean Copse interpretation board	£1,202		£1,202		£1,202
Knowle Village						
	Knowle Village Notice boards South Square/Old Knowle - Land owned by Berkeley Homes	£1,062		£1,062	£-531	£531
	New noticeboard Mayles Lane				£2,340	£2,340
	Knowle Village Flower baskets inc installation	£4,504		£4,504		£4,504
	Knowle Village 5 dog bins in village	£1,000		£1,000		£1,000
	Knowle Village 1 dog bin on Village Green	£502		£502		£502
	Knowle Village 1 dog bin in front of Kingswood Place	£502		£502		£502
	Knowle Village Map boards	£500		£500		£500
	Knowle Village 2 Remembrance benches	£2,534		£2,534		£2,534
	Knowle Village new Christmas lights				£63	£63

Wickham and Knowle Parish Council		Closing value	Additions/	Closing value	Additions/	Closing value
Schedule of assets 2023/24 onwards	Extra description	2022/23	Disposals	2023/24	Disposals	2024/25
Office Equipment						
Computer, chair, ink jet printer, laser printer, hi-vis vests		£483		£483		£483
Father Christmas outfit		£70		£70		£70
Knowle containers						
Tommy sculptures for Remembrance		£1,294		£1,294		£1,294
Litter pickers / hi vis		£859		£859		£859
Knowle Hall office						
Novatech Nspire H13 plus desktop computer			£574	£574		£574
Mzlee Office Chair			£100	£100		£100
Xerox C315 printer			£328	£328		£328
Asus Vivobook 15 X1504ZA laptop					£483	£483
New office desks					£280	£280
New office chair					£152	£152
Samsung A35G handset					£283	£283
Epson EB-2250U Projector					£1,012	£1,012
Sapphire Mobile pull up screen SFL162WSF10					£286	£286
Chairman's home						
Badge of Office		£1,002		£1,002		£1,002
On loan to Wickham CE Primary School						
5 Dell laptops		£1,289		£1,289		£1,289
Totals		£1,704,707	£52,118.00	£1,756,825	£33,654	£1,790,479



Wickham and Knowle Parish Council

Standing Orders

Adopted 27th July 2023

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INTRODUCTION

How to use model standing orders

Standing orders are the written rules of a local council. Standing orders are essential to regulate the proceedings of a meeting. A council may also use standing orders to confirm or refer to various internal organisational and administrative arrangements. The standing orders of a council are not the same as the policies of a council but standing orders may refer to them.

Local councils operate within a wide statutory framework. NALC model standing orders incorporate and reference many statutory requirements to which councils are subject. It is not possible for the model standing orders to contain or reference all the statutory or legal requirements which apply to local councils. For example, it is not practical for model standing orders to document all obligations under data protection legislation. The statutory requirements to which a council is subject apply whether or not they are incorporated in a council's standing orders.

The model standing orders do not include model financial regulations. Financial regulations are standing orders to regulate and control the financial affairs and accounting procedures of a local council. The financial regulations, as opposed to the standing orders of a council, include most of the requirements relevant to the council's Responsible Financial Officer. Model financial regulations are available to councils in membership of NALC.

Drafting notes

Model standing orders that are in bold type contain legal and statutory requirements. It is recommended that councils adopt them without changing them or their meaning. Model standing orders not in bold are designed to help councils operate effectively but they do not contain statutory requirements so they may be adopted as drafted or amended to suit a council's needs. It is NALC's view that all model standing orders will generally be suitable for councils.

For convenience, the word "councillor" is used in model standing orders and, unless the context suggests otherwise, includes a non-councillor with or without voting rights.

A model standing order that includes brackets like this '()' requires information to be inserted by a council. A model standing order that includes brackets like this '[]' and the term 'OR' provides alternative options for a council to choose from when determining standing orders.

List of standing orders

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Bold text indicates a lawful requirement

Standing Orders

1.	Rules of Debate at meetings
a	Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the Chair of the meeting.
b	A motion (including an amendment) shall not be progressed unless it has been moved and seconded, the names of proposer and seconder to be included in the meeting minutes together with the number of votes cast for and against.
c	A motion on the agenda that is not moved by its proposer may be treated by the Chair of the meeting as withdrawn.
d	If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting
e	An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
f	If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved
g	An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the Chair of the meeting, is expressed in writing to the Chair.
h	A councillor may move an amendment to his own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
i	If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the Chair of the meeting.
j	Subject to standing order 1(k) below, only one amendment shall be moved and debated at a time, the order of which shall be directed by the Chair of the meeting.
k	One or more amendments may be discussed together if the Chair of the meeting considers this expedient but each amendment shall be voted upon separately.

l	A councillor may not move more than one amendment to an original or substantive motion.
m	The mover of an amendment has no right of reply at the end of debate on it.
n	Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate of the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.
o	Unless permitted by the Chair of the meeting, a councillor may speak once in the debate on a motion except: <ul style="list-style-type: none"> i. to speak on an amendment moved by another councillor; ii. to move or speak on another amendment if the motion has been amended since he last spoke; iii. to make a point of order; iv. to give a personal explanation; or v. in exercise of a right of reply.
p	During the debate of a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which they considers has been breached or specify the other irregularity in the proceedings of the meeting they are concerned by.
q	A point of order shall be decided by the Chair of the meeting and his/her/their decision shall be final.
r	When a motion is under debate, no other motion shall be moved except: <ul style="list-style-type: none"> i. to amend the motion; ii. to proceed to the next business; iii. to adjourn the debate; iv. to put the motion to a vote; v. to ask a person to be no longer heard or to leave the meeting; vi. to refer a motion to a committee or sub-committee for consideration; vii. to exclude the public and press; viii. to adjourn the meeting; ix. or to suspend particular standing order(s) excepting those which reflect mandatory statutory requirements.

s	Before an original or substantive motion is put to the vote, the Chair of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his/her/their right of reply.
t	Excluding motions moved understanding order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed 3 minutes without the consent of the Chair of the meeting.

2. Disorderly conduct at meetings	
a	No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the Chair of the meeting shall request such person(s) to moderate or improve their conduct.
b	If person(s) disregards the request of the Chair of the meeting to moderate or improve their conduct, any councillor or the Chair of the meeting may move that the person be no longer heard or excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
c	If a resolution made under standing order 2(b) is ignored, the Chair of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.




3. Meetings generally	
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- Full council meetings
- Committee meetings
- Sub-committee meetings

■	a	Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.
■	b	The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.

■	c	The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice
■ ■	d	Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion
	e	Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend during the period set aside for the public to speak at a meeting, on any subject whether or not included on the agenda. Members of the public may at the invitation of the Chair contribute to a discussion at any time if relevant to an item on the agenda.
	f	The period of time designated for public participation at a meeting in accordance with standing order 3(e) above shall not exceed 15 minutes unless otherwise agreed by the Chair of the meeting and a majority of councillors in attendance.
	g	Subject to standing order 3(f), a member of the public shall not speak for more than 5 minutes.
	h	In accordance with standing order 3(e), a question or statement shall not require a response at the meeting or start a debate on the question unless in the interests of efficiency the Chair deems otherwise. The Chair of the meeting may direct that a written or oral response be given. A record of the participation of members of the public, the subject matter and any answer given or otherwise dealt with shall be recorded in the minutes of the meeting together with the member of the public's affiliation (if any).
	i	A person shall raise his/her/their hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort. The Chair of the meeting may at any time permit a person to be seated when speaking.
	j	A person who speaks at a meeting shall direct their comments to the Chair of the meeting
	k	Only one person is permitted to speak at a time. If more than one person wants to speak, the Chair of the meeting shall direct the order of speaking.

■ ■	l	Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To “report” means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.
■ ■	m	A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.
■ ■	n	The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.
■	o	Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chair of the Council may in his absence be done by, to or before the Vice-Chair of the council (if there is one)
■ ■	p	The Chair of the Council, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Vice-Chair of the Council, (if there is one) if present, shall preside. If both the Chair and the Vice-Chair of the Council are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting
■ ■ ■	q	Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting
■ ■ ■	r	The Chair of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his/her/their casting vote whether or not they gave an original vote. <i>See standing orders 5(i) and (j) below for the different rules that apply in the election of the Chair of the Council at the annual meeting of the Council.</i>
■	s	Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his/her/their vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda.

	t	<p>The minutes of a meeting shall be sent as draft to the Chair of the meeting for comment and amendment and as final draft to committee members in a timely fashion. The minutes of a meeting shall include an accurate record of the following:</p> <ol style="list-style-type: none"> i. the time and place of the meeting ii. the names of councillors who are present and the names of councillors who are absent iii. interests that have been declared by councillors and non-councillors with voting rights iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered vi. if there was a public participation session vii. Minutes should be: <ul style="list-style-type: none"> • as brief as is consistent with accuracy; • precise and concise; • self-contained (i.e. complete in themselves and understandable without reference to other documents); • decisive (so that there is no doubt about the decision made); viii. the resolutions made and by what share of votes.
	u	<p>A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his/her/their right to participate and vote on that matter.</p>
	v	<p>No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three. <i>See standing order 4d(viii) below for the quorum of a committee or sub-committee meeting.</i></p>
	w	<p>If a meeting is or becomes inquorate no business shall be transacted and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.</p>
	x	<p>A meeting shall not exceed a period of 3 hours unless resolved otherwise.</p>

4	Committees and sub-committees
a	Unless the council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by that committee.
b	The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.
c	Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.
d	<p>The Council may appoint standing committees or other committees as may be necessary, and:</p> <ul style="list-style-type: none"> i. shall determine their terms of reference ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee v. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer 3 days before the meeting that they are unable to attend vi. shall, after it has appointed the members of a standing committee, appoint the Chair of the standing committee vii. shall permit a committee other than a standing committee, to appoint its own Chair at the first meeting of the committee viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three ix. shall determine if the public may participate at a meeting of a committee x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee xi. shall determine if the public may participate at a meeting of a subcommittee that they are permitted to attend, and xii. may dissolve a committee or a sub-committee

5	Ordinary council meetings
a	In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the new councillors elected take office.
b	In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the council may direct.
c	If no other time is fixed, the annual meeting of the council shall take place at 6pm
d	In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.
e	The first business conducted at the annual meeting of the Council shall be the election of the Chair and Vice-Chair (if there is one) of the Council.
f	The Chair of the Council unless they have resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his/her/their successor is elected at the next annual meeting of the Council.
g	The Vice-Chair of the Council, if there is one, unless they resign or becomes disqualified, shall hold office until immediately after the election of the Chair of the Council at the next annual meeting of the Council.
h	In an election year, if the current Chair of the Council has not been re-elected as a member of the Council, they shall preside at the annual meeting until a successor Chair of the Council has been elected. The current Chair of the Council shall not have an original vote in respect of the election of the new Chair of the Council but shall give a casting vote in the case of an equality of votes.
i	In an election year, if the current Chair of the Council has been re-elected as a member of the Council, they shall preside at the annual meeting until a new Chair of the Council has been elected. They may exercise an original vote in respect of the election of the new Chair of the Council and shall give a casting vote in the case of an equality of votes.

j	<p>Following the election of the Chair of the council and Vice-Chair (if there is one) of the Council at the annual meeting, the business shall include:</p> <p>i. In an election year, delivery by the Chair of the Council and councillors of their acceptance of office forms unless the council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chair of the Council of his/her/their acceptance of office form unless the Council resolves for this to be done at a later date</p> <p>ii. Confirmation of the accuracy of the minutes of the last meeting of the council</p> <p>iii Review of the terms of reference for committees</p> <p>iv. Appointment of any new committee in accordance with standing order 4</p> <p>v. Election of Chairs of committees</p> <p>vi. Appointment of members to committees</p> <p>vii. Receipt of the minutes of the last meeting of a committee</p> <p>viii. Consideration of the recommendations made by a committee</p> <p>ix. To confirm arrangements in place to review the council's policies and procedures prior to the end of the financial year.</p> <p>x. In an election year the council's policies and procedures may be reviewed in advance of the above if required.</p> <p>xi. In an election year confirm eligibility to exercise the General Power of Competence</p>
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6	<p>Extraordinary meetings of the council and committees and sub-committees</p>
a	<p>The Chair of the Council may convene an extraordinary meeting of the council at any time.</p>
b	<p>If the Chair of the Council does not or refuses to call an extraordinary meeting of the council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting must be signed by the two councillors.</p>

c	The Chair of a committee [or a sub-committee] may convene an extraordinary meeting of the committee [or the sub-committee] at any time.
d	If the Chair of a committee [or a sub-committee] does not or refuses to call an extraordinary meeting within 7 days of having been requested by to do so by 2 members of the committee [or the sub-committee], any 2 members of the committee [or the subcommittee] may convene an extraordinary meeting of -the committee [or a sub-committee].

7.	Previous Resolutions
a	A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least 6 councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
b	When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved within a further six months.

8.	Voting on appointments
a	Where more than two persons have been nominated for a position to be filled by the council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the Chair of the meeting.

9.	Motions for a meeting that require written notice to be given to the proper officer
a	A motion shall relate to the responsibilities of the meeting which it is tabled for and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.

b	No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the proper officer at least 7 clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
c	The Proper Officer may, in consultation with the proposer, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.
d	If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until after consultation the mover of the motion resubmits it, so that it can be understood, in writing to the Proper Officer at least 7 clear days before the meeting.
e	If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the Chair of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
f	Subject to standing order 9(e) above, the decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final unless there is a disagreement between the Proper Officer and proposer then the matter shall be referred to the Monitoring Officer or another independent body.
g	Motions received shall be recorded and numbered in the order that they are received.
h	Motions rejected shall be recorded with an explanation by the Proper Officer and approved by the Chair of the Council or Chair of the committee of the reason for rejection.

10.	Motions at a meeting that do not require written notice
a	<p>The following motions may be moved at a meeting without written notice to the Proper Officer:</p> <ul style="list-style-type: none"> I. to correct an inaccuracy in the draft minutes of a meeting II. to move to a vote III. to defer consideration of a motion IV. to refer a motion to a particular committee or sub-committee V. to appoint a person to preside at a meeting VI. to change the order of business on the agenda VII. to proceed to the next business on the agenda VIII. to require a written report IX. to appoint a committee or sub-committee and their members X. to extend the time limits for speaking XI. to exclude the press and public from a meeting in respect of confidential or sensitive information which is prejudicial to the public interest XII. to not hear further from a councillor or a member of the public XIII. to exclude a councillor or member of the public for disorderly conduct XIV. to temporarily suspend the meeting XV. to suspend a particular standing order (unless it reflects mandatory legal requirements) XVI. to adjourn the meeting, or XVII. to close the meeting.

11.	Management of Information <i>See also standing order 20</i>
a	<p>The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.</p>
b	<p>The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).</p>

c	The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.
d	Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification

12.	Draft minutes Full Council meetings ■ Committee meetings ■ Sub-committee meetings ■
a	Draft minutes of a preceding meeting should be served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy and completeness and they shall be taken as read.
b	There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy and completeness. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).
c	If changes are made to the minutes by the council or committee before acceptance and signing, the wording changes should be recorded in the minutes of the meeting that agreed the changes and the original minutes must be amended to reflect the changes. The copy signed by the Chair will contain the alterations, recorded in longhand, with the changes signed and dated.
d	The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the Chair of the meeting and stand as an accurate record of the meeting to which the minutes relate. The final minutes shall then be posted on the Council website.
e	■ If the Council's gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place. ■ ■
f	Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

13.	<p>Code of conduct and dispensations</p> <p><i>See also standing order 3(u) above</i></p>
a	All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council
b	Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have a disclosable pecuniary interest. They may return to the meeting after it has considered the matter in which they had the interest.
c	Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have another interest if so required by the Council's code of conduct. They may return to the meeting after it has considered the matter in which they had the interest.
d	Dispensation requests shall be in writing and submitted to the Proper Officer as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
e	A decision as to whether to grant a dispensation shall be made by a meeting of the Council, or committee or sub-committee for which the dispensation is required] and that decision is final.
f	A dispensation request shall confirm: <ul style="list-style-type: none"> i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and iv. an explanation as to why the dispensation is sought.
g	Subject to standing orders 13(d) and (f), a dispensation request shall be considered at the beginning of the meeting of the Council, or committee or sub-committee for which the dispensation is required.

h	<p>A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the following apply:</p> <ul style="list-style-type: none"> a. without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business; b. granting the dispensation is in the interests of persons living in the Council's area; or c. it is otherwise appropriate to grant a dispensation.
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14.	Code of conduct complaints
a	Upon notification by the District council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Proper Officer shall, subject to standing order 11 above, report this to the Council.
b	Where the notification in standing order 14(a) above relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chair of the Council of this fact, and the Chair shall nominate another staff member or other qualified person appointed by the Council to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with standing order 14(d) below].
c	<p>The council may:</p> <ul style="list-style-type: none"> i. provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter
d	Upon notification by the District Council that a councillor or non- councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against them. Such action excludes disqualification or suspension from office.

15.	Proper Officer
a	The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.
b	<p>The Proper Officer shall:</p> <p>i. at least three clear days before a meeting of the council, a committee or a sub- committee,</p> <ul style="list-style-type: none"> • serve on councillors a summons, by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and • provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them). <p><i>See standing order 3(b) above for the meaning of clear days for a meeting of a full council and standing order 3(c) above for a meeting of a committee.</i></p>
	<p>ii. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least 3 days before the meeting confirming his/her/their withdrawal of it</p> <p>iii. convene a meeting of the Council for the election of a new Chair of the Council, occasioned by a casual vacancy in his/her/their office</p> <p>iv. facilitate inspection of the minute book by local government electors</p> <p>v. receive and retain copies of byelaws made by other local authorities</p> <p>vi. hold acceptance of office forms from councillors</p> <p>vii. hold a copy of every councillor's register of interests</p> <p>viii. assist with responding to requests made under freedom of information legislation and under data protection legislation, in accordance with the Council's relevant policies and procedures</p> <p>ix. liaise, as appropriate, with the Council's Data Protection Officer (if there is one)</p> <p>x receive and send general correspondence and notices on behalf of the council except where there is a resolution to the contrary</p>

	<ul style="list-style-type: none"> xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980); xii. arrange for legal deeds to be executed <i>See also standing order 23 below</i> xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with the council's financial regulations xiv. record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose xv. refer a planning application received by the Council to the Chair or Vice of the planning committee within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the committee; xvi. manage access to information about the Council via the publication scheme; and xvii. retain custody of the seal of the council (if any) which shall not be used without a resolution to that effect. <i>See also standing order 23 below.</i>
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16.	Responsible Financial Officer
a	The Council shall appoint appropriate staff member(s) or an interim, suitably qualified appointee to undertake the work of the Responsible Financial Officer when the Responsible Financial officer is absent

17.	Accounts and accounting statements
a	"Proper practices" in standing orders refer to the most recent version of "Governance and Accountability for Local Councils – a Practitioners' Guide"
b	All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.

c	<p>The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:</p> <ul style="list-style-type: none"> i. the Council's receipts and payments (or income and expenditure) for each quarter ii. the Council's aggregate receipts and payments (or income and expenditure) for the year to date iii. the balances held at the end of the quarter being reported and which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
d	<p>As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:</p> <ul style="list-style-type: none"> i. each councillor with a statement summarising the council's receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and ii. to the Council the accounting statements for the year in the form of Section 2 of the annual return, as required by proper practices, for consideration and approval.
e	<p>The year-end accounting statements shall be prepared in accordance with proper practices and applying the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least 14 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.</p>

18.	Financial controls and procurement
a	<p>The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:</p> <ol style="list-style-type: none"> I. the keeping of accounting records and systems of internal controls II. the assessment and management of financial risks faced by the council III. all tenders for procurement shall be drawn up by the Responsible Financial Officer and reviewed and approved before advertising by the Chair of the appropriate Committee of the Council IV. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually V. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and VI. whether contracts with an estimated value below £25,000 due to special circumstances are exempt from a tendering process or procurement exercise
b	Financial regulations shall be reviewed regularly and at least annually for fitness of purpose
c	<p>A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds referred to in standing order 18(f) is subject to the "light touch" arrangements under Regulations 109-114 of the Public Contracts Regulations 2015 unless it proposes to use an existing list of approved suppliers (framework agreement).</p>

d	<p>Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:</p> <ol style="list-style-type: none"> I. a specification for the goods, materials, services or the execution of works shall be drawn up II. an invitation to tender shall be drawn up to confirm (i) the Council's specification, (ii) the time, date and address for the submission of tenders, (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process III. the invitation to tender shall be advertised in an appropriate manner. IV. tenders may be submitted by email. V. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed. VI. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility
e	<p>Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.</p>
f	<p>Where the value of a contract is likely to exceed the threshold specified by the Office of Government Commerce from time to time, the Council must consider whether the Public Contracts Regulations 2015 or the Utilities Contracts Regulations 2016 apply to the contract and, if either of those Regulations apply, the Council must comply with procurement rules. NALC's procurement guidance contains further details.</p>

19.	<h3>Handling staff matters</h3> <p>To be reviewed and updated by the HR Committee with reference to the Civility and Respect Project</p> <ol style="list-style-type: none"> a A matter personal to a member of staff that is being considered by a meeting of council is subject to standing order 11 above. b Subject to the council's policy regarding absences from work, the council's most senior member of staff shall notify the Chair of absence occasioned by illness or other reason and that person shall report such absence to the council at its next meeting.
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	<p>c The Chair shall upon a resolution conduct a review of the performance and annual appraisal of the work of [the employee's job title]. The reviews and appraisal shall be reported in writing and is subject to approval by resolution by the council</p> <p>d Subject to the council's policy regarding the handling of grievance matters, the council's most senior employee (or other employees) shall contact the in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the council</p> <p>e Subject to the council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by [the employee's job title] relates to the Chair shall be communicated to another member of the council {which shall be reported back and progressed by resolution of the council</p> <p>f Any persons responsible for all or part of the management of staff shall treat the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters as confidential and secure.</p> <p>f Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.</p> <p>g In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(f)</p>
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20.	<p>Responsibilities to provide information</p> <p><i>See also standing order 21</i></p>
a	<p>In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the council.</p>
b	<p><i>[If gross annual income or expenditure (whichever is the higher) exceeds £200,000]</i> The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.</p>

21.	Responsibilities under data protection legislation <i>Below is not an exclusive list. See also standing order 11</i>
a	The council may appoint a-Data Protection officer
b	The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his personal data.
c	The Council shall have a written policy in place for responding to and managing a personal data breach.
d	The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.
e	The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.
f	The Council shall maintain a written record of its processing activities.

22.	Relations with the press/media
a	Requests from the press or other media for an oral or written comment or statement from the Council, its Councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

23.	Execution and sealing of legal documents <i>See also standing orders 15(b)(xii) and (xvii)</i>
a	A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.
b	Subject to standing order 23(a), any two councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures

24.	Communicating with district and county councillors
a	An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward councillor(s) of the District and County Council representing the area of the Council.
b	Unless the Council determines otherwise, a copy of each letter sent to the District and County Council shall be sent to the ward councillor(s) representing the area of the Council.

25.	Restrictions on councillor activities
a	Unless authorised by a resolution, no councillor shall: <ul style="list-style-type: none"> i. inspect any land and/or premises which the Council has a right or duty to inspect; or ii. issue orders, instructions or directions- iii. Inspect property without permission of the owner

26.	Standing orders generally
a	All or part of a standing order, except one that incorporates mandatory statutory requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
b	A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least 6 councillors to be given to the Proper Officer in accordance with standing order 9.
c	The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible after they have delivered their acceptance of office form.
d	The decision of the Chair of a meeting as to the application of standing orders at the meeting shall be final.

Agenda Item 9.5 -

To delegate to the Clerk to finalise the insurance renewal with Zurich as part of the 3yr long term agreement

It has recently been discovered that the Council entered into a 3yr long term agreement (LTA) with Zurich for the Council's annual insurance policy. This LTA expires on 7th March 2026. As such, it is not possible to obtain quotes for this renewal and potentially consider changing insurance provider at this stage.

The Fixed Asset Register is being approved at this meeting. The Council has previously resolved not to insure items of play equipment, and the fidelity cover is not accurate on the current policy.

The Policy & Finance Committee discussed these issues at the last meeting, and it was decided that the Clerk should seek an updated quote from Zurich and decide whether or not to include the updated values. The policy is due to renew on 8th March 2025.

Recommendation: to delegate to the Clerk to finalise the insurance renewal with Zurich as part of the 3yr long term agreement

Full Council meeting - 30th January 2025

Agenda item 9.6 - To receive a recommendation to enter into a new contract with the Hampshire County Council Framework

Location	Utility	Supplier	Annual usage estimate	Current British Gas/EDF		Tariff Name	Fixed term ends	HCC		British Gas/EDF new prices	
				Unit rate	Standing charge			Unit rate	Standing charge	Unit rate	Standing charge
Wickham Recreation Pavilion	Electricity	EDF	300 units	33.13p	55.80p	Easy Fix 1 year	20/02/2025	25.00p	27p daily/£8 per month	38.6p	139.5p
Wickham Tennis Court	Electricity	EDF	2400 units	24.60p	60.00p	Fixed Online 3YR	11/06/2027	25.00p	27p daily/£8 per month		
Knowle Village Hall	Gas	British Gas Lite	13492 kwh	3.87p	45.00p	Acquisition 4 Year Fixed Rate	04/03/2025	4.00p	£1 daily max	8.62p	47.45p
Wickham MUGA floodlights	Electricity	British Gas Lite	3908 kwh	25.55p	56.80p	Renewal 1 Year Fixed Rate	04/03/2025	25.00p	27p daily/£8 per month	27.32p	40.00p
Knowle Village Hall	Electricity	British Gas Lite	17745 kwh	25.66p	40.00p	Renewal 1 Year Fixed Rate	04/03/2025	25.00p	27p daily/£8 per month	26.8p	40.00p
Wickham Recreation Pavilion	Gas	British Gas Lite	2273 kwh	4.21p	25.00p	Acquisition 4 Year Fixed Rate	28/03/2025	4.21p	25.00p		

Move to variable contract from 28th March, gas should be disconnected and removed from Pavilion in 2025 with new project

Agenda Item 9.7 -

To receive a recommendation regarding bad debts

Bad debts are not allowed to be written off without approval of Council. There are currently 2 overdue invoices.

One invoice for meeting room hire at Knowle Village Hall of £20. The hirer says they paid in cash at time of hiring, but without a receipt nor CCTV evidence, it is hard to prove this either way. The Council is no longer accepting cash as a form of payment to avoid this problem reoccurring in the future.

Recommendation: To approve a recommendation from the Policy & Finance Committee to write off this bad debt of £20.

The other invoice is for recharge of costs to remove graffiti carried out on the side of Knowle Village Hall for £166. The crime was reported to the Police and the offender wrote a letter confirming they accepted to pay the costs of the removal. The Business Manager has been in contact with the Police to help chase the payment but it still has not been received.

Recommendation: to approve a recommendation from the Policy & Finance Committee to send a final letter requesting payment within 2 weeks or otherwise a small claims court process will be instigated to reclaim the money.

Agenda Item 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

The Water Meadows Committee met and discussed the tree survey and associated work needed as a result. Only 1 quote had been received in time for the Committee meeting; 3 in total have now been received.

Due to the amount of work needed overall at the Water Meadows, the Committee are concerned at the financial impact of ordering all of the work in one financial year. The Clerk has been asked to speak to all 3 companies quoting and ask if it would be possible to stage the work over a 3yr period to spread the financial burden, working to the timetable suggested within the tree survey.

Quote 1 - £7,000

Quote 2 - £11,700

Quote 3 - £20,079

Recommendation: To approve quote 1 for £7,000 from Bishops Waltham Landscaping & Tree Care Ltd and delegate to the Clerk to work with the contractor to stage the work over a 3yr period where necessary.



Quotation

Date: 13.01.2025

For: **Wickham and Knowle Parish Council**

DESCRIPTION	Notes	TOTAL
<p>Water meadows tree survey project.</p> <p>All tree work will be carried out to the survey specification. All waste will be stacked in biodiversity habitat piles. Appropriate tree cutting signs and cones will be set out each day to warn the public of the ongoing works.</p>	<p>3-5 men Arb truck Chipper Equipment</p>	<p>£7000 + VAT @ 20%</p>
	Total Quote Cost	£8400

Telephone: 01489 332 092

Email: jacob@bwl-and-tc.co.uk

Website: www.bwl-and-tc.co.uk

Final payment will be taken on completion of the job.

This quote is valid for 4 weeks from the above date.



Greenacres Nursery, Aldermaston Road,
Pamber Green, Tadley, Hants, RG26 3AF
Telephone: 01256 814602
Email: info@foremosttreesurgeons.co.uk
Website: foremosttreesurgeons.co.uk

Date: 20/01/2025

Reference: FORE8522RC

Sophie Thorogood
Clerk
Wickham & Knowle Parish Council

Site: Wickham Meadows

To carry out tree works as identified in Arbor-Eco Consultancy Tree Survey 17-Dec-24.

NB – All arisings to be stacked in habitat piles. The quote does not include the coppicing of all Goat Willows within W1 and W2 only those that are hung up on fence line. Works to T9 have already been carried out by 3rd party unknown.

Sub Total	£ 11700.00
VAT @ 20%	£ 2340.00
TOTAL	£ 14040.00

All arising's to be removed from site and disposed of by Foremost Tree Surgeons unless otherwise specified.

Please sign and return this portion of the quotation if you would like us to carry out the above works. Thank You

Signature _____ Print _____ Date _____

Page 1 of 1

ARBORICULTURAL ASSOCIATION APPROVED CONTRACTORS

ALL WORK UNDERTAKEN TO BS3998, REVISED DEC 2010. FORE8522RC 20/01/2025



QUOTE

Wickham Parish Council
 Heatherdene
 Turkey Island
 Shedfield
 Southampton
 Hampshire
 SO32 2JE

Date
 23 Jan 2025

Expiry
 22 Feb 2025

Quote Number
 QU-9149

VAT Number
 230668318

Shawyers
 Unit A, 73 Common Road
 Chandlers Ford
 Hampshire
 SO53 1HE
 02380 693970

Description	Quantity	Unit Price	VAT	Amount GBP
Site Address - Wickham Water Meadows, Wickham PO17 5DE.	1.00	800.00	20%	800.00
W1 Mixed - Trees adjacent to boundary with third party land have collapsed and are hung up on fencing. Remove to ground level/make safe.				
W2 Mixed - Trees adjacent to boundary with third party land have collapsed and are hung up on fencing. Remove to ground level/make safe.	1.00	355.00	20%	355.00
W3 Mixed - Mix of woodland species. Remove major deadwood overhanging footpath.	1.00	800.00	20%	800.00
W4 Mixed - Mix of woodland species. Remove major deadwood overhanging footpath.	1.00	5,755.00	20%	5,755.00
T1 White Willow - Remove all suckers	1.00	135.00	20%	135.00
T2 Common Ash - Reduce primary branch overhanging highway back to woodland belt. Remove major deadwood over public space.	1.00	390.00	20%	390.00
T3 Common Alder - Remove hanging branches adjacent to footpath.	1.00	175.00	20%	175.00
T4 Common Alder - Fell to retain short monolith of 4m.	1.00	225.00	20%	225.00
T5 Common Alder - Remove major deadwood over footpath.	1.00	255.00	20%	255.00
T6 Common Alder - Fell to retain short monolith of 4m tall.	1.00	390.00	20%	390.00
T7 Common Alder - Remove major deadwood over footpath.	1.00	255.00	20%	255.00
T8 Common Ash - Fell to retain short monolith of 1m.	1.00	135.00	20%	135.00
T9 Goat Willow - Previously completed, no work required.	1.00	0.00		0.00

Description	Quantity	Unit Price	VAT	Amount GBP
T10 Goat Willow - Make all trees, fallen stems and branches safe by felling to ground level. Stack timber in neat piles for biodiversity. Pollard to between 6-8m this small group.	1.00	800.00	20%	800.00
T11 White Willow - Tree has collapsed and hung up in adjacent Alder. Fell Willow and carry out remedial work to Alder tree by removing damaged branches.	1.00	1,200.00	20%	1,200.00
T12 Common Ash - Tree has heaved and hung up in adjacent tree. Fell to ground level.	1.00	202.50	20%	202.50
T13 Common Hazel - Coppice small cluster adjacent to footpath/steps.	1.00	135.00	20%	135.00
T14 Common Ash - Remove major deadwood over highway.	1.00	270.00	20%	270.00
T15 Common Oak - Fell to retain short monolith.	1.00	67.50	20%	67.50
T16 Hawthorn - Fell to retain short monolith.	1.00	67.50	20%	67.50
T17 Wild Cherry - Remove stem with canker overhanging footpath & remove major deadwood overhanging footpath. Reduce weight to extended primary branch overhanging footpath.	1.00	385.00	20%	385.00
T18 Common Ash - Reduce crown by 1/3rd and remove all deadwood and suspended branches from tree and adjacent trees.	1.00	2,305.00	20%	2,305.00
T19 Common Hawthorn - Fell to ground level.	1.00	67.50	20%	67.50
T20 Common Oak - Remove dead limb growing from base.	1.00	67.50	20%	67.50
T21 Sycamore - Fell dead tree hung up in adjacent tree.	1.00	135.00	20%	135.00
T22 Sycamore - Remove major deadwood overhanging footpath.	1.00	135.00	20%	135.00
T23 Common Ash - Tree leans towards property. Fell to retain short monolith.	1.00	480.00	20%	480.00
G1 Common Hazel - Coppice this ground to 0.5m from ground level.	1.00	1,200.00	20%	1,200.00
Traffic management inc. associated HCC licenses.	1.00	1,136.25	20%	1,136.25
22m MEWP Hire (1 week).	1.00	1,755.00	20%	1,755.00
Limited vehicle access to majority of site, all arisings to be stacked neatly on site unless able to be easily chipped and removed				
All works subject to TPO/Conservation Area checks and any amendments that may arise.				
Subtotal				20,078.75
TOTAL VAT 20%				4,015.75
TOTAL GBP				24,094.50

Agenda Item 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

The Clerk has approached two garden centres who are not in a position to work with the Parish Council on this project. As an alternative solution, local gardeners have been approached to work with the Council on this project instead, assisting in the design, planting schedule, information to assist with the licence application, and help in the actual planting once permission granted.

One gardener has replied and is very keen to work with the Council on such an unusual project. Their quote is attached and has been considered with the GP Committee.

The project at the moment is made up as follows:

Gardener design costs	£2,850
Layout and planting	£364
Planting estimate	£3,500
Licence application	£210
Landscaping/building the bed	£500

There would also be costs to consider for the actual raised/tilted bed and ongoing watering costs on top the licence fee itself.

In terms of funding, each year £4,000 is included in the budget for “Wickham New Projects”, and there is also £18,066 in earmarked reserves related to Wickham New Projects. The funding for both the Shell Roundabout and the adoption of the red telephone box could be covered by a combination of 2024/25 budget, the earmarked reserve and into the 2025/26 budget for Wickham New Projects.

Recommendation: To approve a budget of £8,000 for the Sell roundabout project in Wickham

sarah keeys Gardens

Quote

38 Locks Heath Park Road
Locks Heath
SO31 6NB

Date: 13th January 2025
Quote Ref: Q130125

Customer
Sophie Thorogood
Wickham & Knowle Parish Council
www.wickhamparishcouncil.org

Services

Garden Design Services for Shell Roundabout Wickham	£2,850.00
Layout and Planting with landscapers	£364.00
General maintenance/gardening	£28.00 per hour

From: [REDACTED]
Sent: 12 January 2025 11:59
To: clerk@wickhamparishcouncil.org
Subject: Re: Working with Wickham & Knowle Parish Council
Attachments: Q130125 Wickham.pdf

Dear Sophie,

I hope you are well and had a lovely weekend.

As discussed in our telephone conversation last week regarding the design for the Shell roundabout, please find attached my quote.

It's an interesting and quirky project which I'd be delighted to work on, plus it's contributing to the local community too.

My design fee includes the following:

- Research into the site, native plants etc to ensure we meet the criteria for the license application
- Site survey
- Mood boards
- Sketches
- Measured drawings/plans/3D visuals where necessary
- Collaborating with the landscapers regarding structural plans and design solutions
- Planting plans
- Sourcing/selecting plants

I've added my hourly rate for general gardening of the site once the project is completed.

If you have any questions, please let me know.

Kind regards

Sarah

Agenda Item 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

The contract is now ready to sign following legal advice from Hampshire Legal Services. The previous resolution taken at the 5th December 2024 meeting still stands.

A handyman, who has already carried out a successful renovation of a red telephone box for another Parish, has taken a look at the telephone box and calculated what work is needed. All the materials will be sourced from the official website.

Since the GP Committee meeting, it has come to light that the red telephone box itself is listed, but not the telephony system inside. The Clerk will liaise with WCC Conservation Officer regarding the proposed work, but as the Council only intend to restore the box to its former glory, and not move or remove, there should not be any issues in progressing with the renovation.

In terms of funding, each year £4,000 is included in the budget for “Wickham New Projects”, and there is also £18,066 in earmarked reserves related to Wickham New Projects. The funding for both the Shell Roundabout and the adoption of the red telephone box could be covered by a combination of 2024/25 budget, the earmarked reserve and into the 2025/26 budget for Wickham New Projects.

Recommendation: To approve a budget of £2,500 for the renovation of the red telephone box in Wickham Square.

Agenda Item 11.4 -

To receive a recommendation to proceed with a new .gov.uk domain name, website and email addresses

The GP Committee discussed options and agreed the preferred domain should be

www.wickhamknowleparish.gov.uk

The Clerk to obtain another quote for comparison and move this project forward. The costs going forward will be cheaper than the current set up of website hosting, website domain and email addresses from different providers.

Recommendation: To approve a recommendation to proceed with a new .gov.uk domain name, website and email addresses.

Agenda Item 11.5 -

To note the 2 dates for the VE80 celebrations in May 2025 – budget nominal Wickham Events 5700

The working party have recommended an informal celebration to be held at the Wickham Recreation Ground on Monday 5th May 2025, and a day of formal celebration to be held on Thursday 8th May 2025.

There is a £5,000 budget each year for Wickham events so funding to be taken from here.

Wickham & Knowle Sports and Recreation Development Plan 2024 - 2027

Adopted January 2025 Date for Review and update: **every 2 years**

No	Sites	Sport/Recreation	Project	Proposed Partners	Funding	Target Completion/Notes
1	Wickham Recreation Ground	Tennis – partnership agreement with Wickham Community Tennis Club to occupy courts	Maintain a sinking fund for the courts as the LTA grant conditions - £3,900 from 2021 Repaint courts in (date to be agreed with Tennis Club)	Wickham PC and Wickham Community Tennis Club (WCTC)	WCTC	
		Tennis and football	Support viable proposals for improvements from clubs	Wickham PC, Wickham Tennis Club, Football teams	PC/self funding	Proposals welcomed
		Football	Improve drainage to prevent seepage from Lysander Field Replace pavilion Pitch improvements to decrease cancelled match dates. Increase	Wickham Dynamos & others Wickham Dynamos, Tennis Club, other football clubs, residents (to include external WC available to play users) Wickham Dynamos, Hants FA, grounds contractors	CIL contribution from Wykeham Vale CIL contribution from Wykeham Vale plus grants CIL contribution from Wykeham Vale plus	September, 2024 March 2025 Ongoing commencing

No	Sites	Sport/Recreation	Project	Proposed Partners	Funding	Target Completion/Notes
			annual hire income through PC Business Development Manager		grants, annual precept	September 2024 Income from hires target gain: FY24/25 20%; FY25/26 30%; FY26/27 10%
		2 children's playgrounds; one for younger children with climbing, swings & slides, one for older children with 3 large swings and a zip wire.	Maintain sinking fund for maintenance and improvements	none	PC/self funding	
2	Wickham Community Centre/School	All weather pitch (MUGA)	Maintain adequate sinking fund for maintenance and replacement of the carpet Installation of anti-social behaviour defences and controlled entry system	Primary School Primary School, booked users, Community Centre	PC/self funding P/C self funding	Next carpet replacement 2028/2030 or earlier depending on inspection New provisions to be in place by Jan 2025
		BMX, scooters skateboarding	Maintain adequate sinking fund for improvements	Wickham PC	PC	
		Indoor sport / dance/recreation	Support proposals for viable additional activities for adults and children	Wickham PC, Wickham	None identified	Summer youth activity programme

No	Sites	Sport/Recreation	Project	Proposed Partners	Funding	Target Completion/Notes
				Community Association		to be tested and long-term adoption to be reviewed September 2024
3	The Circle, Wickham	Play	Play area equipment replaced in 2023	Wickham PC	PC/grants to be researched	
4	Mill Lane, Wickham	Options between sports pitch provision and country park to be considered	Data gathering from sports clubs Financial viability and design options Options analysis to be scrutinised by WCC with consideration of planning implications of both options Resident consultation PC decisions and planning applications Capital work to start	Wickham Parish Council, Wickham CE Primary School, Sports clubs, residents, FieldForm, landscape design architects	Developer funding; grants	Complete Complete Autumn 2024 Q1/2 2025 Q2/3 2025 Q1/2 2026
5	Knowle Village Green	Girls, boys, youth football. 3 junior pitches on east side of green; 1 youth 11v11 pitch on west side of the green.	Improve quality of pitches to maximise usage and hire income	Atalanta Girls, Waltham Wolves, other clubs Waltham Wolves, other clubs	Grants; contractual annual grounds maintenance programme	Target year-on year income growth: FY 24/25 20%; FY 25/26; 30%; Fy26/27 15%

No	Sites	Sport/Recreation	Project	Proposed Partners	Funding	Target Completion/Notes
6	Knowle hard court (MUGA)	Informal kickabout with tennis / netball lines	Resurfacing work as necessary Maintain adequate sinking fund for the ongoing and refurbishment works Repaint court lines and consider general overhaul 2026/27 Tennis net available for public use, potential for local coaching to be explored	PC	PC	As necessary
7	Knowle Skatepark	BMX, scooters skateboarding	Consider upgrade and include £5K budget 2026/27 Annual maintenance plan in budget	PC	PC/possible lottery grant funding	Ongoing
8	Consort Mews, Barbastelle Walk, Greater Horseshoe Way, Victoria Mews play areas, Knowle	Play	Consort Mews and Greater Horseshoe Way maintenance. Review for refurbishment Upgrade to Barbastelle Walk and Victoria Mews play areas Maintain sinking fund for maintenance and improvements	PC / Knowle Residents Association PC	PC	Ongoing 2026 Q1 2025

No	Sites	Sport/Recreation	Project	Proposed Partners	Funding	Target Completion/Notes
9	Knowle Village Hall Dual use for sports and recreation.	Currently used for table tennis, badminton, karate, rugby tots, fitness training	Support proposals for viable additional activities for adults and children through PC Business Development Manager	Sports groups / Wickham PC	PC/self funding	Ongoing
		Sport/recreation	Finalise business case for an extension to allow additional community and sporting activities Initial design proposals Consultation with residents Funding plan approved by PC Planning application Commence works	Existing users / residents / KRA	Possible CIL fund from Ravenswood development; other grants. Will not proceed if fully funded from CIL/grants	Q1 2025 Complete Q2 2025 Q2/3 2025 Q3 2025 Q2 2026
10	Knowle Water Meadows	Potential for Informal recreation opportunities and additional play facilities	Engage with the reserved matters planning proposals to meet the needs of new and existing residents	PC / Developer / TBC	Developer for Ravenswood not yet identified s106 provisions to be resolved	Q 1 2025

No	Sites	Sport/Recreation	Project	Proposed Partners	Funding	Target Completion/Notes
		Fishing	Parish Council will take ownership of fishing lakes and fishing hut as part of the agreement.	PC/ Knowle Resident Assoc/TBC.	To be confirmed. Investigate possible permit/licences as income generator to offset some costs of management	TBC



Wickham and Knowle Parish Council

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Winchester City Council
Planning Policy
City Offices
Colebrook Street
Winchester
SO23 9LJ

31st January 2025

Dear Sirs

Application to Designate a Neighbourhood Area in accordance with Town and Country Planning Act 1990 and Neighbourhood Planning (General) Regulations 2012 (as amended)

In accordance with Regulation 5 of the Neighbourhood Planning (General) Regulations 2012, Wickham and Knowle Parish Council wishes to formally notify Winchester City Council of its intention to prepare a neighbourhood plan.

Neighbourhood Planning Area

The designated area for the neighbourhood plan is to be the entire civil parish of Wickham and Knowle as shown in the supporting map (attached).

Why this area is considered appropriate to be designated as a neighbourhood area

The Parish Council considers that the designated area should include all the land within the Parish boundary. Land within the boundary covers a wide range of uses, including agricultural, residential, industrial, commercial, and recreational. The Council believes that all landowners, occupiers and users should be consulted so that their interests are represented in order to shape the future of the Parish area as a whole.

The application

Wickham and Knowle Parish Council submit this application as a relevant body in accordance with the Town and Country Planning Act 1990, Section 61G.

The application is submitted following consultation with parish residents between 1st September 2024 and 14th October 2024. With 98% of respondents supporting the development of a Neighbourhood Plan. A project team consisting of residents, Councillors and admin support has been put together, and final approval of the Parish Council to proceed resolved at Full Council on 30th January 2025.

Yours sincerely

Councillor Craig Manuel
Chair
Wickham and Knowle Parish Council



Agenda Item 14 -

To approve a budget for extra consultancy work needed for the Wickham Recreation Pavilion planning permission – Funding from Croudace S106 funds

Since the last Full Council meeting and both Finance and Recreation meetings, the Architects have informed the Council that further consultancy work is needed as part of the planning permission and tender process for the Wickham Recreation Pavilion project.

A structural engineer – maximum budget needed £2,500 + VAT

Energy Consultant – maximum budget needed £2,000 + VAT

Mechanical & Electrical Engineer – maximum budget needed £7,500 + VAT

Ecologist – bat survey – maximum budget £1,000 + VAT

Planning permission will not be granted without a bat survey, which cannot be carried out until later in the year. The Architects are progressing well with the tender documents and it is suggested that the tender process is begun before planning permission is granted due to the need to wait for a bat survey.

Other than these costs, there should be no further consultancy costs needed to progress the project.

Recommendation: To approve a further budget for extra consultancy costs for the Wickham Recreation Pavilion project of £13,000.



22 January 2025

Dear Craig

As mentioned, when I spoke at the Recreation Committee last Thursday, I am writing to express concern regarding the lack of information that is available regarding the affairs discussed and considered by the Parish Council at your meetings.

I appreciate that since Nicki Oliver's departure there have been significant issues to overcome and while a locum was in post and Sophie has been finding her feet the available information displayed on the Parish Council website has had to recede down the priority list. However, the lack of information is now compromising your responsibilities to keep residents fully informed about your activities and decisions being made on their behalf, and to provide the audit trail.

In the past, the agenda and supporting documents (unless confidential) presented at a council meeting were available to view on your website in the week preceding a meeting – and, as I recall, remained there for future reference for remainder of that year and the following one. This is no longer the case. Only the agenda is available to view prior to a meeting. Due to the policy of delaying publication of the minutes until they have been approved at the next appropriate committee meeting, it can be some months before they are available to view e.g. as at 22/1/25, the last full council minutes available on the website were from July 2024, six months previously. This is not acceptable and creates a vacuum of knowledge regarding your activities.

I have taken time to review various parish websites and the WCC website. I note that all papers (agenda, minutes and supporting papers/links to documents etc) to support WCC meetings are available to view prior to and post their meetings. I note that Bishop Waltham also provides all papers prior to their meetings. I note that Denmead does not - however, they do publish a draft copy of their minutes with the following statement:

Please note minutes of meetings are published as soon as possible on the website to help the public. However, they do not become the formal record of the meeting until approved or otherwise at the next meeting. Therefore, you should always check to see whether any amendments have been made

I would suggest the current practice at Wickham and Knowle Parish Council that has evolved over the last 18 months is the worst of both worlds and is not good governance or practice. I would be grateful if this matter could be included for discussion at the next full council meeting and a solution reached that overcomes these concerns. I wish it to be noted that Sophie has been more than helpful in providing information on request, but this should not be necessary if the procedures and/or website are more robust.

Yours sincerely

[Redacted signature block]