



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 27th March 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 30 th January 2025 | Chair | |
| 8. | To receive an update from the Clerk on matters arising | Clerk | |
| 9. | To receive an update on the Hampshire County Council briefing on the Devolution process and consider options for the Parish Council to join a Unitary Authority | Chair | |
| 10. | To consider which Winchester City Council assets in Wickham and Knowle the Parish Council may wish to adopt as part of the Devolution process | Chair | |
| 11. | To note the response to the Internal Auditor's report on the interim audit carried out on 27 th January and agree the action plan | Clerk | |
| 12. | To consider renaming of the Human Resources Committee to Human Resources and Policy Committee, and to consider renaming Policy & Finance Committee to Finance Committee | Clerk | |
| 13 | Planning & Highways Committee – Cllr Rappé | | |
| 13.1 | To note the minutes of the Committee meetings on 9 th January 2025 and 10 th February 2025 | Cllr Rappé | website |
| 13.2 | To receive a recommendation to approve the Neighbourhood Plan Steering Group's terms of references | Cllr Rappé | |
| 13.3 | To receive a recommendation to approve Planet (Evolving Together) as the Neighbourhood Plan Steering Group Project Manager and approve the budget for 2025/26, to be funded by nominal 6200 Planning Consultants | Cllr Rappé | |
| 14 | Recreation Committee – Cllr N Holladay | | |
| 14.1 | To note the minutes of the Committee meeting on 16 th January 2025 | Cllr N Holladay | website |
| 14.2 | To receive a recommendation to accept a quote from Solent Road Markings for remarking of Knowle Village Hall car park spaces, funding nominal 8600 KVH repairs and maintenance | Cllr N Holladay | |

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| 14.3 | To receive a recommendation, as proposed by Cllr Manuel at the Recreation Committee meeting on 27 th February 2025, for Deacon Designs to complete 2 design options to be used for a Mill Lane consultation, funding Mill Lane earmarked reserve | Cllr N Holladay | |
| 14.4 | To receive a recommendation to approve the structure of a consultation exercise with residents for Mill Lane and Glebe Open Space | Cllr N Holladay | |
| 14.5 | To receive a recommendation to approve a quote from Smart Marketing for a consultation exercise with residents for Mill Lane and Glebe Open Space, funding Mill Lane earmarked reserve | Cllr N Holladay | |
| 15 | Human Resources & Policy Committee – Cllr Rappé | | |
| 15.1 | To receive a recommendation to approve the Committee's amended terms of reference | Cllr Rappé | |
| 15.2 | To receive a recommendation to adopt the following policies: <ul style="list-style-type: none"> • Disciplinary Policy • Grievance Policy | Cllr Rappé | |
| 15.3 | To receive a recommendation to join the HALC Local People & Development (LCPD) on 1 st April 2025 | Cllr Rappé | |
| 15.4 | To approve the adoption of a new Training Policy for the Council | Cllr Rappé | |
| Other | | | |
| 16. | To note the transfer from Parish Council bank account to Water Meadows Charity bank account to resolve the issue on assertion 9 from the Annual Governance Statement 2023/24 during the external audit | Clerk | |
| 17. | To confirm the grounds maintenance arrangements at the Wickham Water Meadows from 1 st April 2025 | Clerk | |
| 18. | To approve the addition of Playgrounds module and InspectEdge software to the Council's AdvantEdge contract | Clerk | |
| 19. | To consider quotes for a new multi-function device printer for the Parish office and enter into a contract | Clerk | |
| 20. | To consider the purchase of a flagpole for Knowle Village Green, to be funded from nominal 7010 Knowle New Projects | Cllr Evans | |
| 21 | Recent correspondence/ reports from meetings attended of relevance | Chair | |
| 21.1 | To receive a complaint from Wickham Community Centre regarding toilet access to the centre for MUGA hirers | Chair | |
| 22 | 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 | - |
| 23 | To approve the appointment of the Assistant Parish Clerk and enrolment onto the NEST Pension Scheme | Chair | |
| 24 | To receive a recommendation from the HR & Policy Committee to amend the job description and job title for the Business Manager | Chair | |
| 25 | To receive a recommendation from the HR & Policy Committee for pay rises for 2025/26 | Chair | |

Sophie Thorogood
Clerk and RFO to Wickham and Knowle Parish Council
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23rd March 2025