



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 30th January 2025 at 7pm.

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

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

1. **Apologies for absence:**

2. **Declarations of interest:** None declared.

3. **Public Session:** 1 member of public in attendance

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

Cllr Stallard spoke in person to give some further information on HCC's understanding of the devolution process.

5. **Reports from District Councillors:**

Cllr Chamberlain spoke regarding the following points:

- Football coaching sessions in February half term, with Wickham MUGA hosting 1 date.
- Nominations for Mayor Community Awards are open until 16th February. The DCs have nominated some individuals.
- The Small Award Grants Scheme is open until 28th February and the Parish Council should consider applying.
- To give apologies for a sour note but the 3 DCs are disappointed with the Parish Council's article written for the Wickham Parish Magazine. They will be writing to the Parish Council formally as there are factual inaccuracies contained within the article and will be also discussing with Cllr Manuel in person.

Cllr Cutler spoke to update everyone present about the current understanding of the devolution process and invite everyone to attend the online briefing to be held on 5th February. **ACTION:** Clerk to circulate online meeting details.

6. **Chairman's announcements:** Cllr Manuel informed everyone that the landlord who owns the Knowle restaurant is appealing the planning permission refusal.

A member of public has written to the Parish Council regarding minutes not being loaded onto the website until approved and a lack of supporting documents for the meetings. Residents will see a change going forward in that draft minutes will be published as soon as is possible after a meeting and supporting papers will now also be published.

7. **Minutes of 26th September 2024 and 5th December 2024:**

RESOLVED: The minutes of 26th September 2024 were approved and signed as true record, as proposed by Cllr Manuel, seconded by Cllr N Holladay and carried with abstentions from Cllr Rappé and Cllr Broad.

RESOLVED: The minutes of 5th December 2024 were approved and signed as true record, as proposed by Cllr Manuel, seconded by Cllr Evans and carried.

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

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

9.1. **Minutes of the meeting held 14th November 2024:** received and noted.

9.2. **Virement from reserves:** 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).

RESOLVED: to approve a recommendation to approve the quote of £5,720 from RM Carpentry & Building for office conversion costs and a budget of £1,000 maximum for additional furniture costs, and approve a virement from general reserves to fund the office conversion costs at Knowle Village Hall, as proposed by Cllr Manuel, seconded by Cllr Rappé and carried.

9.3. **Fixed Asset Register:**

RESOLVED: To receive a recommendation to approve the Fixed Asset Register, as proposed by Cllr Manuel, seconded by Cllr Evans and carried.

9.4. **Re-adopt Standing Orders:**

RESOLVED: To accept the recommendation to re-adopt the Standing Orders, as proposed by Cllr Manuel, seconded by Cllr N Holladay and carried with abstentions by Cllr Rappé and Cllr Evans.

9.5. **Zurich Insurance:**

RESOLVED: To delegate to the Clerk to finalise the insurance renewal with Zurich as part of the 3yr long term agreement, as proposed by Cllr Manuel, seconded by Cllr Phillips-Lee and carried.

9.6. **Utility Contracts:**

RESOLVED: To approve the recommendation to enter into a new contract with Hampshire County Council framework for utility contracts, as proposed by Cllr N Holladay, seconded by Cllr Evans and carried.

9.7. **Bad debts:**

RESOLVED: To approve the recommendation to write off the bad debt for £20, and to approve the recommendation to send a final letter requesting payment within 2 weeks otherwise a small claims court claim will be made for the £167 debt, as proposed by Cllr Phillips-Lee, seconded by Cllr Rappé and carried.

10. **Wickham Water Meadows Committee (Cllr Manuel)**

10.1. **Minutes of the meetings held 14th October 2024:** received and noted

10.2. **Tree work:**

3 quotes had not been received in time for the Committee meeting so were brought to the Full Council for discussion.

Quote 1 - £7,000

Quote 2 - £11,700

Quote 3 - £20,079

RESOLVED: To approve quote 1 from Bishops Waltham Landscaping and Tree Care Ltd and to delegate to the Clerk to work with the contractor to stage the work over a

3yr period where necessary, as proposed by Cllr N Holladay, seconded by Cllr Evans and carried.

11. General Purposes Committee (Cllr Phillips-Lee)

11.1. **Minutes of the meetings held 10th October 2024:** received and noted.

11.2. **Shell roundabout project:**

RESOLVED: to approve the recommendation to approve a budget of maximum £8,000 for the Shell roundabout project in Wickham – budget nominal Wickham Projects 7000, as proposed by Cllr Evans, seconded by Cllr Rappé and carried.

11.3. **Adopt the red telephone box in Wickham:**

RESOLVED: to approve the recommendation to approve a budget of £2,500 for the red telephone box renovation project in Wickham – budget nominal Wickham Projects 7000, as proposed by Cllr Phillips-Lee, seconded by Cllr Evans and carried.

11.4. **New .gov.uk domain name:**

RESOLVED: to approve the recommendation to proceed with a new .gov.uk domain name, website and email addresses, as proposed by Cllr N Holladay, seconded by Cllr K Holladay and carried.

11.5 **VE80 celebrations:**

The VE 80 working party are planning 2 events; 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.

12. Recreation Committee (Cllr N Holladay)

12.1. **Minutes of the meetings held 21st November 2024:** received and noted.

12.2. **Pitch improvement strategy:**

Subject to adding in that Knowle Village Green cannot be used for football on Saturdays and Sundays during the period 1st May to 31st August each year, this strategy document is ready to be adopted. **ACTION:** Clerk to ensure dates are added in.

RESOLVED: to approve the recommendation to accept the Council's pitch improvement strategy, as proposed by Cllr N Holladay, seconded by Cllr Manuel and carried.

13. Planning & Highways Committee (Cllr Rappé)

13.1. **Minutes of the meetings held 14th November 2024:** received and noted.

13.2. **Neighbourhood Plan update:**

Steering group 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.

13.3. **Neighbourhood Plan Designation Letter:**

RESOLVED: to approve the recommendation to approve the Designation Letter to Winchester City Council, giving notice of the Parish Council's intention to develop a Neighbourhood Plan, as proposed by Cllr Rappé, seconded by Cllr Evans and carried.

14. Extra consultancy costs Wickham Recreation Pavilion project:

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.

RESOLVED: To approve a further budget for extra consultancy costs for the Wickham Recreation Pavilion project of £13,000, funding to be taken from the Croudace S106 funds, as proposed by Cllr N Holladay, seconded by Cllr Broad and carried.

15. Interim Internal Auditor’s Report: The interim audit was carried out on 27th January and the report was received and circulated to Councillors on 30th January. The Clerk summarised the main points for those present at the meeting. **ACTION:** As the report was not circulated to give the Councillors sufficient time to digest the contents, the Clerk to prepare a response to each of the points and an action plan for the next Full Council meeting.

16. To receive correspondence/details of meetings attended: Nothing reported.

8.47pm The County Councillor, 3 District Councillors and 1 member of public left the meeting room

17. Motion for confidential business:

18. Boston’s Rent: Full details of this are contained in a confidential minute.

RESOLVED: To approve the recommendation from the Policy & Finance Committee to approve an increase in the Boston’s Barbers rent, as proposed by Cllr Manuel, seconded by Cllr Evans and carried.

ACTION: Clerk to write to the owners of Boston’s regarding the rent increase.

19. Assistant Parish Clerk job description: Full details of this are contained in a confidential minute.

RESOLVED: To approve the job description and person specification for the Assistant Parish Clerk role to begin 1st April 2025, and advertise the role, as proposed by Cllr N Holladay, seconded by Cllr Greenbank and carried with abstentions by Cllr Rappé and Cllr Evans.

ACTION: Clerk to advertise the role on HALC website, Council website, Council’s Facebook page and indeed website.

Meeting closed 9:25pm

Signed.....

Date.....

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