



Wickham and Knowle Parish Council

Meeting of the Full Council

(Chair Cllr Craig Manuel **Members:** Cllr Robert Broad, Cllr Malcom Burt, Cllr Sheila Chambers, Cllr David Evans, Cllr Leah Greenbank, Cllr Kathryn Holladay (Vice-Chair), 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 **Houghton Suite, Wickham Community Centre, Mill Lane, Wickham, PO17 5AL** on **Thursday 26th September 2024 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	3-5
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 27 th June 2024 and 30 th July 2024	Chair	6-12
8	To receive an update from the Clerk	Clerk	13
9	Policy & Finance Committee – Cllr Manuel	Cllr Manuel	
9.1	To receive the minutes of the Committee meeting on 13th June 2024	Chair	website
9.2	To approve the recommendation for the following grant awards: 1 st Wickham Scouts - £2,000 Meon Valley Food Bank - £500 Citizen's Advice Bureau - £250 Homestart Hampshire - £250	Chair	14
9.3	To approve a recommendation to adopt the Financial Risk Assessment	Clerk	15-30
10	Planning & Highways Committee – Cllr Rappé		
10.1	To receive the minutes of the Committee meetings on 13th June 2024 and 18th July 2024	Cllr Rappé	website
10.2	To approve the Council's representation to WCC Regulation 19 of the Local Plan	Chair	To follow
10.3	To approve the response to the Conrad Energy consultation for the Solar Farm on Titchfield Lane	Cllr Rappé	31
11	Recreation Committee – Cllr N Holladay		
11.1	To receive the minutes of the Committee meetings on 20th June 2024 and 1st August 2024	Cllr N Holladay	website
11.2	To approve a recommendation to install one new lighting bollard in the Knowle Village Hall car park	Cllr N Holladay	32
11.3	To approve a recommendation to draw down on the S106 funding for Wickham Recreation Ground on a staged basis	Cllr N Holladay	33-35
11.4	To approve a recommendation to submit a business case to Winchester City Council for the reasons against artificial pitches at Mill Lane, and delegate to Cllrs N Holladay, Manuel and the Clerk to finalise the report.	Cllr N Holladay	33

11.5	To approve a recommendation to submit the Parish Council's response to the Winchester City Council Sport Consultation	Cllr N Holladay	To follow
Other			
12	To receive the external auditor's opinion on the financial year 2023/24 accounts	Clerk	36
13	To review the Committee membership and appoint Cllrs Evans and Sawyers to the Council's Standing Committees	Chair	37
14	To discuss whether the Council is minded to move to a new .gov.uk website domain name and apply for a £100 grant towards the costs	Clerk	38
15	To consider a grant request from Wickham Chamber of Trade for the 2024 Christmas light switch on event, funding to be taken from the Wickham Christmas nominal	Chair	39-59
16	To approve the payments lists for April – July 2024	Clerk	60-63
17	Recent correspondence/ reports from meetings attended of relevance	Chair	64-65

Sophie Thorogood
Clerk and RFO to Wickham and Knowle Parish Council
clerk@wickhamparishcouncil.org
22nd September 2024

HAMPSHIRE COUNTY COUNCIL report to Wickham Parish Council - September 2024



Domestic Abuse Red Card

While a major sporting event like the Euros is an exciting time for many, during these events the number of incidents of domestic abuse and violence often goes up. Research shows that domestic abuse incidents increase by more than a third when England loses a game and by around a quarter when they win.



Anyone concerned that domestic abuse may be impacting the welfare of a friend, family member, neighbour or colleague, or concerned about the behaviour of someone they know, should contact the Hampshire Domestic Abuse Service - <https://www.hants.gov.uk/socialcareandhealth/domesticabuse> - People subjected to domestic abuse and those using abusive behaviours often struggle to reach out and get the help they need, so it is vital that others speak up, if they can.

How to Get Help

- If you or someone you know is affected by domestic abuse, seek help. Call the Hampshire Domestic Abuse advice line on 03300 165112.
- If you are in immediate danger, call 999 and ask for the police. If you can't speak and are calling on a mobile, press 55 to have your call transferred to the police. Find out how to call the police when you can't speak - <https://www.gov.uk/guidance/domestic-abuse-how-to-get-help#how-to-call-the-police-when-you-cant-speak>
- If you're concerned about your behaviour towards someone else, help is also available. Call the Hampton Trust - <https://hamptontrust.org.uk/> or ring 023 8000 9898.

What Happens to Your Waste?

The contents of your household waste bin will be sent to one of three Energy Recovery Facilities (ERFs) in Hampshire, where it will be safely incinerated.

Each year, the three ERFs generate enough electricity to power 53,000 Hampshire homes!

Mixed recycling collected from Hampshire households is sorted at one of two Material Recovery Facilities (MRFs) in Hampshire. The MRFs sort your recycling into different material streams to be recycled into new items.

Less than 5% of Hampshire's household waste is sent to landfill.

Recycling



All of the recyclable materials from Hampshire's kerbside collections (cans, plastic bottles, paper, card, tins and empty aerosols) are sent to one of two Material Recovery Facilities in the county, in Portsmouth and Alton.

The materials are separated using a combination of manual and automatic processes, including magnets, conveyor belts and lasers, before being baled up and sent to private companies for recycling into new products.

Recycling

Together, the two facilities are able to handle up to 157,000 tonnes of recyclables every year.

Rubbish



Most of the non-recyclable waste collected from homes in Hampshire is taken to one of three Energy Recovery Facilities located in Marchwood, Chineham and Portsmouth. These facilities safely incinerate the waste and use the heat from this process to create steam, in turn generating electricity which is fed to the National Grid.

Rubbish

Each year these facilities create the same amount of electricity to power 53,000 homes.

Garden waste



All the green garden waste collected at Hampshire's recycling centres, as well as that from any local collections, is taken to one of two composting sites in the county, Herriard near Basingstoke and Chilbolton near Stockbridge.

The green waste is composted in long heaps called windrows for 20 weeks and turned so it breaks down evenly. The finished product is 'Pro-Grow', a high quality soil conditioner that is available to buy at every recycling centre.

Garden waste

Together, the two sites process over 75,000 tonnes of compost material every year.

Landfill



There is now only one landfill site open in Hampshire for disposing of household waste.

The only household waste currently landfilled is bulky items delivered to recycling centres. We are working to address this and move as close to zero landfill as we can. Hampshire County Council is also responsible for 11 closed former landfill sites, and has a duty to ensure that they are returned to nature as best as possible.

Landfill

Hampshire sends less than 5% of its household waste to landfill.

See - <https://www.hants.gov.uk/wasteandrecycling/whattodowithwaste/yourwaste>.

It is your duty of care to dispose of your waste correctly. You could be fined an unlimited amount by your local council if your waste ends up fly tipped. See <https://www.hants.gov.uk/wasteandrecycling/flytipping>

Community Grants

Don't forget that grant applications for a Councillor grant are now open. These grants are intended to help small, local, community groups eg lunch clubs, scouts, community centres, village associations, school PTAs, local Church, etc. Grants allocated are fairly small and MUST meet the published criteria. See - <https://www.hants.gov.uk/community/grants/grants-list/county-councillor>. Also, you must discuss with your County Councillor BEFORE application is made. All applications must be made online. *I look forward to hearing from you!*

Outstanding

Children in Hampshire continue to benefit from strong and effective services that make a positive difference to their lives. This is one of the key headline findings from Hampshire County Council's latest full Ofsted inspection, which has again rated its Children's Services outstanding.



Schools being Consulted

Hampshire County Council is proposing to close its Education Catering service by 31st March 2026 and is consulting with schools and nurseries which use the service on two potential options to meet their catering needs in future

These are:

- For schools and nurseries to arrange their own catering provision. (There is an active, well-established private sector market of school food providers operating successfully in Hampshire, from which schools can select).

- To provide a managed outsource of the service which schools and nurseries could buy into. This option would see the County Council procure and manage the supply of meals from alternative providers, on behalf of schools and nurseries.

Education Catering, formerly known as HC3S, has experienced significant financial pressure in recent years due to the combined impacts of rising food and staff costs. To cover its costs, the Local Authority has needed to increase the price of its school meals above the funding rate provided by Government to schools. This has resulted in a loss of business and as such, the County Council can no longer continue providing a non-statutory in-house service in the long term without making a loss. The current consultation runs for a period of five weeks until Friday 11th October.

Secondary School Places for September 2025



Applications opened on 9th September until 11:59 pm on 31st October for pupils who are currently starting Year 6 [see online <https://educationonlineportal.hants.gov.uk/EducationOnlinePortal/en>]. To improve your chances of getting into a preferred school, remember to name three schools on your application.

Smokefree Hampshire

With ambitious plans to significantly increase the number of Hampshire smokers quitting each year by 2030 from the current 3,500, Hampshire County Council has signed a new pledge to take even more action to reduce the harm caused by smoking across Hampshire communities.

Smoking is the single biggest preventable cause of ill health and premature death in England, costing the taxpayer millions and placing a huge burden on the NHS and social care. Therefore, helping people to quit smoking is vital and is one of HCC's key legal responsibilities.

In 2022, it was estimated that 10.5% of adults living in Hampshire smoked. Around 4,500 Hampshire residents die because of smoking each year, with a further 8,600 admitted to hospital.

The County Council's action plan includes working with local GPs, hospitals, social housing and adult social care providers, as well as the local voluntary and community sector to boost referrals into the county's free quit smoking service - Smokefree Hampshire, plus more outreach work to engage with those who traditionally do not seek help from formal quit-with-support services. Going forward, there will also be greater support for pregnant mums, as well as help for children and young people to quit electronic cigarettes (vapes) via a dedicated, free service working through local schools and colleges. This builds on current work to create smokefree sites and provide resources for teachers, parents, and carers around smoking and vaping.

Patricia Stallard
Hampshire County Councillor
Winchester Southern Parishes
[Newlands, Denmead, Southwick, Boarhunt, Wickham, Knowle, Soberton, Newtown]

patricia.stallard@hants.gov.uk



Wickham and Knowle Parish Council

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

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

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

1. **Apologies for absence:** Councillor Robert Broad
2. **Declarations of interest:** None
3. **Public Session:** None.
4. **Report from County Councillor:** Cllr Stallard's report had been circulated in advance of the meeting. Cllr Stallard added in person that there are some new grant funding streams available but they close on 31st August.
5. **Reports from District Councillors:**
Cllr Chamberlain reminded everyone about the Local Cycling and Walking Infrastructure Plan Consultation, adding that the Consultation deadline has been extended by a week due to previous access issues. Cllr Chamberlain attended the NHS Integrated Care Board meeting at start of June and raised a point about the healthcare provision in Welborne development.
6. **Chairman's announcements:** Cllr Manuel informed everyone that the Parish Council has agreed to host the Hustings on Friday 28th June; a few tickets to the event remain. The Parish Office will be closed until 1st July as both Clerk and Business Manager are both on holiday. The Chair should be contacted in event of any emergencies.
7. **Minutes of 9th May 2024**
RESOLVED: The minutes were approved and signed as true record, as proposed by Cllr Phillips-Lee, seconded by Cllr Manuel and carried.
8. **Clerk's update:** Noted
9. **No conflict with BDO LLP:** No Cllr had raised a conflict of interest with BDO LLP.
10. **Internal Auditor's report:** This item had been discussed at the Policy & Finance Committee meeting on 13th June. The Internal Auditor had to answer no to a few boxes during the internal audit on 4th June. The detailed report explaining why these answers were no had been circulated with the document pack. The Council's response to the control objectives answered as no was also circulated and will have to be sent to the External Auditor.
11. **Approve Section 1 of the Annual Governance and Accountability Statement:** The Clerk explained why the Council will have to answer "no" to number 5 and 9.
RESOLVED: To approve section 1 of the Annual Governance and Accountability Statement) declaring it correct to the best knowledge and belief with respect to the accounting statements for the year ending 31st March 2024 for submission to the external auditor, as proposed by Cllr Manuel, seconded by Cllr Phillips-Lee and carried.

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

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

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

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

14. Finance Committee (Cllr Manuel)

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

14.2. Amended terms of reference:

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

14.3. Safeguarding Policy and Volunteering Policy:

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

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

14.4 Knowle Village Hall extension:

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

14.5 Wickham Recreation Pavilion and Axis Architects:

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

14.6 Deacon Design and Mill Lane country park concept:

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

14.7 New software modules:

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

14.8 Grant payments:

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

15. General Purposes Committee (Cllr Phillip-Lee)

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

15.2. Amended terms of reference:

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

16. Planning Committee (Cllr Rappé)

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

16.2. Amended terms of reference:

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

17. Recreation Committee (Cllr N Holladay)

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

17.2. Updated hiring charges

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

17.3 Amended booking forms and terms and conditions:

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

17.4 Extra CCTV at Knowle Village Hall:

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

17.5 new recycling bin at Knowle Village Hall:

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

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

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

18. Update the Lloyds Bank Mandate:

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

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

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

20. Virement for new play area signage:

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

21. Floodlighting control box for Wickham MUGA:

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

22. To receive correspondence/details of meetings attended:

- 22.1** Cllr Rappé attended the Southern Parishes bimonthly meeting. The enforcement team did not attend due to Purdah.
- 22.2** Cllr Rappé also attended the first County Form hosted by HALC, along with Cllr Chambers. There were a high percentage of Clerks in attendance.
- 22.3** Cllr Rappé and Cllr Chambers also attended the quarterly WCC meeting with Chief Executive, where Cllr Todd was also in attendance, along with the Chief Financial Officer and Julie Pinnock.
- 22.4** Cllr Manuel discussed the Wickham Festival grant. Cllr Manuel has attempted to contact the organiser several times to request submission of a grant application for the Parish Council to support this year's event. It is hoped that this item will be discussed at the Full Council meeting on 30th July.

CONFIDENTIAL SESSION

23. Enrol Business Manager on Nest Pension Scheme:

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

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

Meeting closed 8:13pm

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



Wickham and Knowle Parish Council

Minutes of the meeting of the above Council held at Wickham Community Centre, Mill Lane, Wickham PO17 5AL on Tuesday 30th July 2024 at 7pm.

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

In attendance: District Councillor Angela Clear, District Councillor Neil Cutler, 6 members of the public, Parish Clerk Sophie Thorogood

1. **Apologies for absence:** County Councillor Patricia Stallard

2. **Declarations of interest:** None

8. **Wickham Festival grant application:** Peter Chegwyn was in attendance to discuss the grant application. It costs £1million to put the festival on normally, the budget has been decreased slightly this year. The grant request for £5,000 is in part to pay for a festival bus, the other to give free Sunday entry to all Parish residents. The accounts are produced for March year end, yet the festival is in August; there was a £220,000 deficit for the 2023 festival. Councillors were given the chance to ask questions of Peter.

Cllr N Holladay thanked Peter for all of his effort in running the festival. The accounts publicly available on Companies House website do not show trading accounts. Cllr N Holladay asked how the festival is able to continue if there is such a loss. Peter explained that 1,300 rollover tickets in 2022 led to a disaster, and that early bird tickets purchased this year for the next year's Festival help pay the bills. The good weather for the 2024 event will help.

Cllr Broad asked how many other businesses support the festival. Peter answered that £4,500 - £5,000 grants are given from local businesses.

Cllr K Holladay commented that the timing of the application being just a few days before the event, which is not necessarily fair to other organisations who submit applications in a more timely manner, and asked that next year the grant is requested more in advance. Cllr K Holladay also asked many paid members of staff the festival has; Peter replied there is just 1, an accountant. Peter offered to submit accounts in September to the Council.

Cllr Greenbank suggested that a Facebook post should be made to advertise the free Sunday entry.

RESOLVED: to approve a grant award of £5,000 to Wickham Festival, as proposed by Cllr Manuel, seconded by Cllr Greenbank and carried.

3. **Public Session:** Cllr Cutler gave an update on changes to waste and recycling rounds beginning 7th October. The publicity will be made in September. Cllr Cutler also reminded everyone to reply to the Wickham Wastewater Treatment works consultation email.

Cllr Clear thanked Cllr Chambers, Cllr Rappé and Cllr Manuel for attending the WCC Scrutiny Committee which was looking at the soundness of The Local Plan Regulation 19. Cllr Clear asked on behalf of the 3 District Councillors to meet with the Parish Council to discuss the Local Plan.

Cllr Cutler added that the announcements today from the new Labour Government regarding housing targets will impact WCC's Local Plan. The previous targets under the old Government were 676 houses a year per District, under the new Government this will

be 1,099 per year. The WCC Local Plan has not yet reached inspection level so will be subject to the new targets. The standard method of calculation has changed.

WCC also has a duty to cooperate with neighbours, including Fareham Borough Council with the Welborne development. The new proposals are not yet law.

4. **2 Councillor vacancies:** the 4 candidates gave a short presentation to the Councillors about their reasons for standing to be co-opted. Councillors were then given the chance to ask any questions of them before they were asked to leave.
7. **Taste of Wickham grant:** The new event manager was present to give an update on the current situation with grant applications. 2 applications had been made for £990 each to both HCC and WCC.
RESOLVED: Subject to the outcome of the 2 applications, it was approved to grant up to the remaining amount of £2,300 earmarked for the Taste of Wickham grant in September, as proposed by Cllr Manuel, seconded by Cllr N Holladay and carried.
5. **Appoint Cllr Broad to Committees:**
RESOLVED: to appoint Cllr Broad to the Planning & Highways Committee, as proposed by Cllr Rappé, seconded by Cllr Phillips-Lee and carried.
6. **Appoint a representative to the Glebe Working Party:**
RESOLVED: to appoint Cllr Chambers as the Council's representative to the Glebe Working Party, as proposed by Cllr N Holladay, seconded by Cllr K Holladay and carried.
9. **Barbastelle Play Area:**
RESOLVED: to award the tender for the new equipment at Barbastelle Play Area to HAGS, as proposed by Cllr Manuel, seconded by Cllr Rappé and carried.
10. **Wickham MUGA re-opening arrangements:** The work for new control box for floodlighting has been completed. The Councillors discussed re-opening the MUGA for some public use, not to the free unlocked use as was in place previously.
RESOLVED: to re-open the Wickham MUGA for 15 x 1hr slots for free public use subject to availability, as proposed by Cllr Manuel, seconded by Cllr N Holladay and carried.
11. **Increase in budget for Architect's costs for Wickham Recreation Pavilion:** Since the last Recreation meeting, it has been discovered that the original £4,000 budget assigned would not cover all the expected Architect's costs.
RESOLVED: to approve an increase in the budget for Axis Architects to draw plans for the Wickham Recreation Pavilion from a maximum of £4,000 to £8,800, as proposed by Cllr Manuel, seconded by Cllr N Holladay and carried.
12. **Public engagement exercise:** The Planning & Highways Committee had met on 18th July and selected Smart Marketing as their preferred quote to carry out a public engagement exercise regarding a Neighbourhood Plan, at a budget of £1,500, plus cost of printing costs. Cllr K Holladay queried the expected reply rate and that beginning the engagement exercise in the summer holidays was not good timing with residents being on holiday etc. Cllr N Holladay suggested a good sample size should be attempted of 10% and said that Smart Marketing could be asked for their advice on achieving this.
RESOLVED: To receive a recommendation from the Planning & Highways Committee to appoint Smart Marketing to carry out a public engagement exercise, subject to a working party of Cllr Rappé, Cllr N Holladay and Tracey Molloy, Locum Planning Clerk agreeing the content via email delegation, as proposed by Cllr Rappé, seconded by Cllr N Holladay and carried.

All members of public left for the Council to go into a confidential session

13. Motion for confidential session:

RESOLVED: to close the meeting to the public, as proposed by Cllr Manuel, seconded by Cllr N Holladay and carried.

14. Co-option of 2 new Parish Councillors:

RESOLVED: to co-opt David Evans as a member of Wickham and Knowle Parish Council, as proposed by Cllr Phillips-Lee, seconded by Cllr Rappé.

RESOLVED: to co-opt Ben Sawyers as a member of Wickham and Knowle Parish Council, as proposed by Cllr Burt, seconded by Cllr Greenbank and carried.

15. Meeting with Suella Braverman, MP: Cllr Manuel and Cllr Rappé met with Suella Braverman, MP, and Patricia Stallard (HCC) and Tina Ellis (FBC) to discuss issues surrounding the name change of Knowle Road. Suella Braverman has agreed to help liaise with all parties concerned to see what can be done.

Meeting closed 9:18pm

Signed.....

Date.....

Full Council meeting – 26th September 2024

Agenda Item 8 -

To receive an update from the Clerk

Since the last Full Council meeting, the two new Parish Councillors have signed their declaration of acceptance forms as well as their declarations of interest forms, which have been registered with WCC and their website is updated for all 11 current Parish Councillors.

The Clerk and Business Manager have been working on implementation of the Edge Finance and Facilities modules. The facilities calendar is now live on the Parish website and work will be undertaken to allow bookings enquiries through the website. The Wickham MUGA bookings software is also now working and quotes are being sought to install a new pedestrian gate to install keypad access.

The new bank mandate is finally in place with a working debit card for the Parish Clerk. The mandate and future banking arrangements will be reviewed at a future meeting of the Policy & Finance Committee for recommendations.

New hiring charges are implemented at Knowle Village Hall and the new booking forms are being used for new booking enquiries, with deposits taken as appropriate. A fire risk assessment undertaken in September has highlighted further changes that are needed to the terms and conditions to improve fire safety. The new CCTV is in place covering the car park and incidents are being reported where necessary to Hampshire Police.

Projects relating to Barbastelle Walk play area, Knowle Village Hall extension, Wickham Recreation Pavilion and the Grounds Maintenance Contract tender have all been progressed. The Neighbourhood Plan consultation is now live and being supervised by the Locum Clerk for Planning & Highways.

The next focus of work will relate to play area signage, tree survey quotes, progressing outstanding work to Wickham Water Meadows, finishing updating transactions onto Edge and associated earmarked reserves work, and finalising the asset register review.

Agenda Item 9.2 -

To approve the recommendation for the following grant awards:

1st Wickham Scouts - £2,000

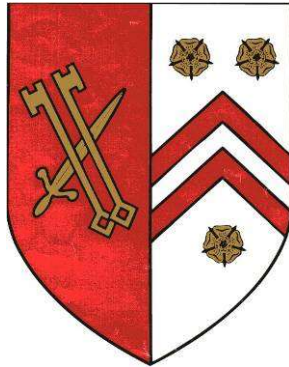
Meon Valley Food Bank - £500

Citizen's Advice Bureau - £250

Homestart Hampshire - £250

Applications were received from all four organisations and discussed by the Policy & Finance Committee on 12th September 2024. The amounts the organisations applied for totaled more than £9,000. Due to budget constraints, the Committee felt that they could not award all of the amounts requested.

Recommendation: to approve the recommendation for the grant awards as detailed above.



Wickham and Knowle Parish Council
Risk Assessment of Financial and
Non-Financial Internal Audit Controls
September 2024

Document Owner: Parish Clerk

Document Control

Document Approvers

Position	Name
Parish Council Chair	Craig Manuel

Notification List

People who must be informed of changes

Position/Function	Name
All Parish Councillors	

Document Review Plans

This document will be reviewed and updated, if necessary, as defined below:

- Following an annual review
- Following and legislative changes which impact these controls
- Following changes in guidance made by the National Association of Local Councils (NALC) or other relevant bodies

How to find this document

The latest version of this document is filed on the Parish Council website
www.wickhamparishcouncil.org

2022 updates for policy and procedure reviews and adoptions

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3. General Power of Competence
4. Communications

Document Overview

Purpose

The Accounts and Audit Regulations 2015 require smaller authorities, each financial year, to conduct a review of the effectiveness of the system of internal control and prepare an annual governance statement in accordance with proper practices in relation to accounts.

How to use this document

This document should be used to understand

- the internal governance controls
- the various types of identified risks together with potential for improvements
- any actions identified to mitigate risks and/or improve internal controls

Background

Wickham Parish Council is committed to improving, wherever possible, its service to the Parish. As part of this commitment the Council has performed an assessment of its governance procedures identifying areas where it believes improvements can be made and risks mitigated or eliminated

Scope

This document covers the following:

- Governance
- Financial Controls
- External Audit Governance

Glossary

Abbreviation	Description
GP	General Purposes
IC	Information Commissioner
NALC	National Association of Local Councils
NIC	National Insurance Contributions
PAYE	Pay As You Earn – income tax
PC	Parish Council
RFO	Responsible Financial Officer
SLCC	Society of Local Council Clerks
VAT	Value Added Tax
WCC	Winchester City Council

No.	Internal Controls	Risks identified / potential for improvements and review of effectiveness	Action required
1	Governance		
1.1	Standing Orders		
1.1.1	Standing Orders have been adopted setting out the Council's constitution and procedures. They are reviewed at least every four years. Revised Standing Orders adopted 27 th July 2023	Review annually prior to financial year end	Review before 31 st March 2025
1.2	Financial Regulations		
1.2.1	The Clerk is appointed Responsible Financial Officer, with the duties detailed in the Financial regulations.		None
1.2.2	Financial Regulations have been adopted which set out procedures. Revised regs adopted 7 th February 2022	Review annually prior to financial year end	New model regulations issued 2024; to be reviewed by Policy & Finance Committee in September 2024
1.3	Freedom of Information		
1.3.1	The Council adopted a Model Publication Scheme in November 08 latest update adopted 18 th May 2021, updated for name change June 2022		To be reviewed
1.3.2	GDPR and Data Protection Privacy Statement adopted 18 th May 2021, updated for name change June 2022		To be reviewed
1.4	Complaints Procedure		
1.4.1	The Council has a complaints procedure adopted in 2010, latest review and adoption 16 th March 2021, updated for name change June 2022		To be reviewed

No.	Internal Controls	Risks identified / potential for improvements and review of effectiveness	Action required
1.5	Measures to prevent fraud and corruption		
1.5.1	The Council has reviewed and adopted a Code of Conduct 19th January 2021, updated for name change in June 2022	New Code of conduct being drawn up nationally. Review when required	To be reviewed
1.5.2	All Councillors sign a Declaration of Acceptance of Office on election or co-option all received post 2023 election, subsequent co-options in September 2023, July 2024		None
1.5.3	All Councillors complete a Register of Interests and provide updated information as appropriate. Copies are held with the Council and Winchester City Council Monitoring Officer. all received post 2023 election, subsequent co-options in September 2023, July 2024	Co-opted councillors required to complete RoI	Check compliance following co-options
1.5.4	There is an agenda item for Councillor Declaration of Interests on Committee and Full Council agendas		None
1.5.5	Bank balances are reported and recorded at every full council meeting		None
1.6	Insurable risks		
1.6.1	Fidelity Guarantee insurance cover is held in the sum of £500,000 to cover employee fraud and dishonesty Zurich YLL-2720439393		Review insurance annually

No.	Internal Controls	Risks identified / potential for improvements and review of effectiveness	Action required
1.6.2	Public Liability insurance is held in the sum of £12 million to protect the Council from claims by third parties due to accident of damage resulting from the negligence of the Council Zurich YLL-2720439393	This exceeds the £5 million recommended cover for local authorities	Review insurance annually including agreement not to insure play areas for all risks
1.7	Employment controls		
1.7.2	Standing Orders and job description outline Clerk's role Which includes that of Responsible Financial Officer		
1.7.2	Knowle Village Hall Business Manager job description forms part of the contract of employment		Review annually when budget agreed
1.8	Insurable risks		
1.8.1	Employers Liability insurance held in the sum of £10 million Zurich YLL-2720439393		Review insurance annually
1.9	External Audit annual governance statement requirements		
1.9.1	Statement of accounts formally approved by Council following recommendation by Finance Committee		None
1.9.2	System of internal controls maintained and its effectiveness reviewed using this document		None
1.9.3	Council only does things it has legal power to do and works within appropriate standards and codes of practise which could have a significant effect on the ability of the Council to conduct its business or on its finances		None

No.	Internal Controls	Risks identified / potential for improvements and review of effectiveness	Action required
1.9.4	Notice of audit displayed on Parish notice board and website to allow electors to inspect accounts as required by Accounts and Audit Regulations		None
1.9.5	<p>Financial and other risks are considered and dealt with Using this document as a basis for action, new issues are dealt with during the year as necessary. Risk assessment documents comprise:</p> <ul style="list-style-type: none"> • This document • Annual asset risk assessments carried out for the recreation ground, pavilion, clubhouse, football pitches and tennis courts, play areas and skatepark; Lysander Meadow, Dean Copse and Knowle Village Hall and Knowle Cemetery • Fortnightly play area safety checks • Daily checks of all weather pitch during term time, three times a week at other times • List of assets <p>Risk assessments carried out for Council events</p>		Ongoing updates
1.9.6	Appropriate steps are taken to deal with matters raised in reports from the internal and external auditor through agenda items on the Finance Committee		None
1.9.7	Litigation, liabilities, commitments, events or transactions occurring after the year end which could have an impact on the Council are disclosed. This has not been necessary for 2021/22		None

No.	Internal Controls	Risks identified / potential for improvements and review of effectiveness	Action required
1.10	Other guidance/controls		
1.10.2	The Council has an Equalities and Diversity Policy adopted 25 th June 2012, reviewed and readopted 18 th May 2021, updated for June 2022 name change		To be reviewed
1.10.3	Transparency Regulations	Requirement to meet Local Government Transparency Code 2015 when income / expenditure exceeds £200k	Report to be produced for 2024/25 Review website transparency
2	Financial controls		
2.1	Proper Bookkeeping		
2.1.1	Cashbook is maintained using Edge It Systems Finance Module software and is updated regularly. Cloud-based software with backups held by Edge servers		None
2.2	Payment Controls		
2.2.1	A list of cheque/BACS payments is prepared for the bi-monthly Full Council meeting with the invoices also available for inspection. The Councillors discuss & approve these payments, BACS payments are signed on the payments schedule by two of four appointed councillors. Approval of accounts for payment is recorded in minutes.		Spot checks of invoices against cheques made regularly. Cllr emails clerk to confirm. Multiple Cllrs have access to the bank accounts to review online activity Quarterly bank reconciliations checked and signed by a Cllr

No.	Internal Controls	Risks identified / potential for improvements and review of effectiveness	Action required
2.2.3	S.137 payments are shown in a separate column in the cashbook. The calculation of the formula level is noted in the Statement of accounts.		None. Council has GPC
2.3	Budgetary Controls		
2.3.1	The Council sets a budget on advice from the Finance committee in December/ January this is then approved by Full Council		None
2.3.2	Clerk/ RFO presents a quarterly income and expenditure update to the Finance Committee or Full Council		None
2.3.3	Any virements/amendments to the budget are discussed by the Finance Committee, and approved by Full Council		
2.4	Income Controls		
2.4.1	Knowle Hall and football pitch hirings & any other hiring income are controlled via bookings on Edge IT Systems Facilities module. Income is transferred through the software to Finance module where cashbook is maintained. BACS payments are encouraged wherever possible and any cheques are banked promptly. Hire fees are reviewed annually by the Recreation Committee		Regular review of debtors by RFO and reports of bad debt made regularly to Finance Committee

No.	Internal Controls	Risks identified / potential for improvements and review of effectiveness	Action required
2.5	Petty Cash Procedures	No petty cash held	
2.6	Payroll Controls		
2.6.1	The Clerk is paid on the Local Council scales, approved by Council annually and minuted. Payscales were reviewed at the Full Council meeting		Annual review of clerk's salary to be minuted as recommended by internal auditor
2.6.2	New employee, Knowle Village Hall Business Manager began work on 19 th February 2024. Rates to be reviewed annually		Review when budget agreed. To apply to any other new members of staff employed each year
2.6.3	Basic HMRC Tools used to prepare and submit online HMRC returns monthly PAYE/NIC is paid monthly to the HMRC		None
2.6.4	Superannuation payments are made monthly to Hampshire LGPS / NEST.		None
2.7	Councillor / Chairman's expenses		
2.7.1	A sum is included in the precept for Chairman's expenses		None
2.7.2	Paid according to Parish Remuneration Panel September 2017: Review of Allowances for Parish Councils within the Winchester District including Travelling and Subsistence Allowances.		None

No.	Internal Controls	Risks identified / potential for improvements and review of effectiveness	Action required
2.8	Asset Controls		
2.8.1	An asset register is held, with insurance valuation updates annually. Asset information is recorded in the supporting papers to the Final Accounts		To be reviewed annually before the year end
2.9	Asset controls - Insurable risks		
2.9.1	Financial Regulations provide for the RFO to effect all insurance following an annual risk assessment. This is reviewed by the Finance Committee in December		None
2.9.2	Annual risk assessment reviewed and updated in April in respect of major assets: skatepark, play areas, recreation ground, tennis court, football pitches, clubhouse and pavilion including maintenance requirements		None
2.9.4	List of assets maintained and updated during the year, insurance cover extended for new acquisitions when appropriate. Copy presented to Councillors with annual statement of accounts		None
2.9.5	Key assets are covered by Material damage and All risks Zurich YLL-2720439393		Review insurance annually
2.9.6	Insurance provider reviewed from time to time for competitive pricing.	Review in early 2025 for addition of Key Person cover	

No.	Internal Controls	Risks identified / potential for improvements and review of effectiveness	Action required
2.9.10	Investment strategy guides long term investment decision making. Adopted 16th March 2021, updated for name change June 2022	Review annual prior to year end	To be reviewed
2.9.11	Reserves policy – guidance on accounting for general/ earmarked and ringfenced reserves. Adopted 16th March 2021, updated for name change June 2022	Review annual prior to year end	To be reviewed
2.10	Bank Reconciliation		
2.10.1	The two bank accounts are reconciled by the RFO. (Current ac no.1999789 and a interest deposit ac no. 7679042, held with Lloyds at Wickham)		Regular review and signing off of bank reconciliations by a Councillor
2.10.2	Monthly bank reconciliations are undertaken by the RFO & signed off on the bank statements.		Regular review and signing off of bank reconciliations by a Councillor
2.11	Year end procedures		
2.11.1	Accounts have been prepared on a receipts and payments basis since 2002/03.	2017/18 onwards accounts prepared on accruals accounting basis	
2.11.2	Full cross casting of the cashbook is agreed to the final accounts		None
2.11.3	An audit trail is provided by numbering invoices, cost coding in the budget/precept, cashbook, and final accounts		None

No.	Internal Controls	Risks identified / potential for improvements and review of effectiveness	Action required
3	General Power of Competence		
3.1	Electoral mandate for General Power of Competence		
3.1.1	Majority of Council elected at last election held May 2023		Next election 2027 active promotion and marketing required ahead of elections
3.2	Qualifications of Clerk		
3.2.1	Clerk holds CILCA (Certificate in Local Council Administration) including qualification for General Power of Competence, re-adoption confirmed in May 2024 following hire of new Clerk		None
4	Communications		
4.1	The PC has a website that is regularly updated www.wickhamparishcouncil.org		None
4.2	The PC has an email address that is widely published notice boards, Parish Magazine, website		None
4.3	A newsletter is included in the Parish Magazine 10 times a year with two editions delivered by hand to every household in July each year, Councillor contacts are part of the document		None

No.	Internal Controls	Risks identified / potential for improvements and review of effectiveness	Action required
4.4	Parish Council information is placed on the four notice boards and a website and all are updated regularly. The Council also communicates via Facebook.	Look at whether communication procedures could be improved	GP Committee ongoing review
4.5	Annual report is published and made available.	Continue to develop annual report	None
4.6	Annual report includes a summary of report of Council activities throughout the year	As above	None
4.7	Wickham has a Parish Plan prepared by an outside steering group 2019/20. Planning Committee working on a Neighbourhood Plan		Parish Council has appointed a working group to review proposed actions and take forward where appropriate. Ongoing
4.8	Wickham and Knowle PC has links with other community organisations: Wickham Community Association, Wickham Society, Wickham CE Primary School, Knowle Resident's Association, Wickham Resident's Association	Continue to develop links	None
4.9	Residents are consulted on planning matters, WCC notifies neighbours and advises contact with the PC, Planning Committee agendas are published on notice boards and website		None
4.10	Parish Activities are published on notice boards, website, social media and Parish Magazine		None
4.11	Press releases are made from time to time		Communication improvements is an agenda item for every committee

No.	Internal Controls	Risks identified / potential for improvements and review of effectiveness	Action required
4.12	Consultations are undertaken when appropriate	VDS, Parish Plan, Local Plan Part 2 consultations carried out in 2009 / 2010 2011/2012/2013/2020	Ongoing
4.13	Information leaflets may be published from time to time eg Parish Plan publicity in 2019/20 and Mill Lane proposals 2021/22		None
4.14	Community engagement strategy adopted 16 th March 2021		To be reviewed
4.15	Annual Report		
4.15.1	Annual report is completed and published by 30 th June of the following year, and is made available. Councillor contacts are included, a summary of accounts and a Chairman's overview.		None
4.16	Accounts		
4.16.1	Accounts are prepared in accordance with statutory requirements, approved within three months of the accounting date and published within six months		None
4.17	Code of Conduct		
4.17.1	See item 1.51 above		

No.	Internal Controls	Risks identified / potential for improvements and review of effectiveness	Action required
4.18	Promoting Local Democracy and Citizenship		
4.18.1	The PC actively supports local democracy and citizenship through its public session at meetings, making information widely available through use of notice boards, website and Parish Magazine. The PC also supports Citizen of the Year Awards, Adopt a Pavement, garden competition, Stan Woodford Photographic Competition	Identify ways to improve this further	Agenda item for each committee
4.19	Clerk's Contract Terms and Conditions		
4.19.1	PC has adopted NALC/SLCC Terms and Conditions for Clerk and contract of employment signed		None
4.20	Training		
4.20.1	Council has evaluated and identified training needs for staff and members	<p>Training Strategy adopted 16th March 2021</p> <p>All councillors to attend Core Skills Training on election or re-election</p>	<p>All councillors required to attend Core Skills Training on election / re-election, at least every four years.</p> <p>Planning Committee members required to attend training on appointment and at least every four years.</p>

Agenda Item 10.3 -

To approve the response to the Conrad Energy consultation for the Solar Farm on Titchfield Lane

Conrad Energy met with members of the Planning and Highways Committee prior to the Committee meeting on 12th September, where the proposal was discussed. The following response is proposed by the Committee:

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

Recommendation: to approve the above response to the Conrad Energy consultation for the Solar Farm on Titchfield Lane

Agenda Item 11.2 -

To approve a recommendation to install one new lighting bollard in the Knowle Village Hall car park

The Recreation Committee recommended to approve a quote for £688 plus VAT to install one extra lighting bollard in the Knowle Village Hall car park.

Recommendation: To approve the recommendation to install one new lighting bollard in the Knowle Village Hall car park for £688 plus VAT, and for a note of thanks given to Cllr Manuel on behalf of Gemma Lighting for the kind donation of a new lighting bollard

Agenda Item 11.3 -

To approve a recommendation to draw down on the S106 funding for Wickham Recreation Ground on a staged basis

Cllrs N Holladay and the Clerk met with Steve Lincoln on 17th September to discuss the options for drawing down on the S106 funding for Wickham Recreation Ground. Due to the project not being included in WCC's Capital Programme for 2024/25, it is easier for Steve Lincoln to request the money to be transferred to the Parish Council on a staged basis.

The drainage project and initial architect's fees combined are over £24,000 so the recommendation is to request £24,000 as an initial staged payment of the S106 funds currently held by WCC. The remainder of the funds would be placed on WCC's Capital Programme for 2025/26 which is approved in February 2025.

Cllr N Holladay has prepared a report on the situation, which is included on the following pages.

Recommendation: To approve a recommendation for the Council to draw down on the S106 funding for Wickham Recreation Ground on a staged basis, with the initial request being £24,000; the remainder to be requested to be placed on WCC's Capital programme for 2025/26 and be released in early 2025/26.

Agenda Item 11.4 -

To approve a recommendation to submit a business case to Winchester City Council for the reasons against artificial pitches at Mill Lane, and delegate to Cllrs N Holladay, Manuel and the Clerk to finalise the report.

Cllrs N Holladay, Burt, Manuel and the Clerk met with Officers from WCC on 12th September to present the initial concept of a country park at the Mill Lane site, designed by Deacon Design. There were discussions between both parties including under-utilisation of current pitches in the Parish, financial implications of the limited Parish funds available for sports pitches, site preparation issues.

The WCC Officers explained that as the Mill Lane site is designated as sports pitches in the previously adopted Local Plan, there is a legal route to go through to be able to change the usage of the site. They requested that the Parish Council present all the ideas discussed in person into a business case, which would then be submitted to the legal department as evidence to potentially change the Local Plan.

The Officers requested this business case is prepared first. Once the legal route has been investigated further, the Parish Council will be asked to hold a public consultation on the two proposals; either sports pitches or country park.

Cllr N Holladay has already prepared a draft plan for the business case contents.

Recommendation: To approve a recommendation submit a business case to Winchester City Council for the reasons against artificial pitches at Mill Lane, and delegate to Cllrs N Holladay, Manuel and the Clerk to finalise the report.

Timetable and cost estimates for improvement works at Wickham Recreation Ground

Introduction

1. The s106 for the Wykeham Vale residential development in Wickham provided a developer contribution amount of £150,000 for improvements to the facilities at Wickham, Recreation Ground
2. The sum of money was received by Winchester City Council and is held in a reserve account by them
3. There is a target date for utilisation of these funds of March 31st, 2025
4. The Parish Council has decided upon three projects at the Recreation ground for which the developer contribution sum will be needed.
5. The Clerk and the Chair of the Recreation Committee held a Teams meeting on Tuesday September 17th, 2024 with Steve Lincoln (Service Lead: Communities and Wellbeing) to outline progress that has been made re projects for Wickham Rec. This revealed that the developer contribution could be made in one of two ways depending on the Parish Council's preference.

Purpose of this paper

To identify key stages of utilisation of the developer contribution monies so that WCC can make the necessary arrangements for the Parish Council to receive the sums required in good time for expenditure commitments. WCC (Steve Lincoln) has stated that he has two options for securing the funds and the Recreation Committee is asked in the first instance to agree which option it prefers.

Project 1

Improvement of drainage at the southern boundary of the ground to prevent waterlogging from a spring running into the ground from the adjacent Lysander Field and causing football matches to be cancelled. Total cost anticipated £8,500.

Project 2

To replace the aged pavilion with a similar modern structure capable of serving the needs of football clubs playing at the Rec and in addition providing valuable small meeting space and office for admin staff (note: currently the pavilion has no facility to hold meetings or act as an admin base for Council staff. As a result, for all its meetings in Wickham, the Council has to pay third parties for accommodation and admin staff are only locatable at Knowle and not in the major settlement for receiving visitors). The Council is preparing a tender to be circulated on the Government Project Finder website that will include designs for the facility that are in the process already of being drawn up. Total cost anticipated £200,000. The additional sums over and above the total available from the developer contribution will be sought from grants and/or Parish reserves.

Project 3

To improve the quality of the pitch playing surface. Hants FA pitch inspection rates the pitch "good" (score 3 out of 5). The inspection indicates what annual and ongoing maintenance is required to raise the standard of the pitch. The Council is seeking responses to a grounds contract tender, which has been written, *inter alia*, to ensure that the pitch improvements can be undertaken

Schedule of anticipated milestone events

Event	Description	Amount required	Date for receipt/completion	Date for receipt OR confirmation of availability
Preliminaries	Drainage project Architect fees for pavilion	£8,500 one off £15,850 in stages	Immediate Immediate	
Contractor choice for pavilion project	Respondents to the tender will be ranked and a chosen provider(s) will be selected	£0.00	November 2024	
Contract signed	To secure commitment	£30,000 downpayment	January 2024	January 2024
Planning application	Details of final design and contractor plan for construction will be known and submitted for planning approval	£0.00	January 2025	
Planning approval		£0.00	March 2025	
Construction starts	Demolition and construction starts	£170,000	April/May 2025	

The schedule requires that some £20,000 is required now.

The next tranche is assumed to be a confirmation fee on entering into the contract with the chosen supplier.

The schedule is designed to give WCC the opportunity to advance payment in one of two ways:

1. To receive the cash for the “preliminaries” immediately and for officers to take the request for the remainder of the money to Cabinet in December for payment in January.
2. To receive the cash for the “preliminaries” immediately; secure agreement in writing in January 2025 that WCC will advance the remainder of the developer contribution by no later than March 1st, 2025 (WCC preferred route to avoid bureaucracy and need to go to Cabinet for approval).

Actions for Recreation Committee 19/09/24

1. Agree the schedule of anticipated events (see table above)
2. Agree which option it supports for receiving the balance of the developer contribution.

Section 3 – External Auditor’s Report and Certificate 2023/24

In respect of

El Wickham Parish Council TY

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/> .

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2024; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2023/24

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

The smaller authority has confirmed that it has not complied with the governance assertion in Section 1, Box 5, but it has provided the appointed auditor with an adequate explanation for non-compliance and details of the actions necessary to address weaknesses identified.

The smaller authority has confirmed that it has not complied with the governance assertion in Section 1, Box 9, but it has provided the appointed auditor with an adequate explanation for non-compliance and details of the actions necessary to address weaknesses identified.

In the completion of the Annual Internal Audit Report, the internal auditor has drawn attention to weaknesses in relation to the following internal control objectives:

C) This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these

H) Assets and investments registers were complete and accurate and properly maintained

I) Periodic bank account reconciliations were properly carried out during the year

O) the council met its responsibilities as a trustee

The Internal auditor did not cover all of the recommended objectives to confirm compliance the relevant procedures and controls in operation were being achieved throughout the financial year.

Objective L: The authority published the required information on a website/webpage up-to-date at the time of the internal audit in accordance with the relevant legislation was answered 'Not covered'.

On review of the minutes for the year we were unable to observe that the 2023/24 internal auditors report was reviewed at a minuted council meeting. As such, we are unable to confirm the report was approved by the council and recommendations considered.

To be in line with best practice we recommend that when minuting the appointment of the internal auditor, the council record they have considered the independence of the appointed auditor on an annual basis.

The letter of engagement with the Internal auditor is not signed.

(continue on a separate sheet if required)

3 External auditor certificate 2023/24

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2024.

External Auditor Name

BDO LLP - Southampton OF EXTERNAL AUDITOR

External Auditor Signature

DocuSigned by:
SIGNATURE REQUIRED
James Evans
467DFB746A8A428...

Date

17 September 2024 YY

Agenda Item 13 -

To review the Committee membership and appoint Cllrs Evans and Sawyers to the Council's Standing Committees

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

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

Policy & Finance Committee

Chair – Councillor Manuel

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

Agenda Item 14 -

To discuss whether the Council is minded to move to a new .gov.uk website domain name and apply for a £100 grant towards the costs

In the civil year 2022, the Council voted to change its name to be Wickham and Knowle Parish Council. The Parish Council is still however using a website domain name and email addresses only involving the Wickham name.

Domain names ending .gov.uk are seen to be more secure and are now recommended by SLCC. Moving to a .gov.uk website could also be a great opportunity to incorporate the Knowle name.

There are grants of £100 available towards the moving costs through the Parish Council Domains Helper Service.

If the Council is minded to move to a new .gov.uk website domain name, the Clerk would register the Council's interest in doing so and move forward on applying for the grant. The Clerk would also research companies available to provide the new domain name and bring comparisons of pricing to a future meeting for decision.

Wickham and Knowle Parish Council Community Grant Application Form

Please fill in all sections.

Should you wish to expand on a question please enclose additional information separately.

Only one project per application. Declaration at end of form must be signed and dated.

When completed please return this application form to:

Wickham and Knowle Parish Council, Heatherdene, Turkey Island, Shedfield, Southampton, SO32 2JE. Telephone: 01329 835019
email: clerk@wickhamparishcouncil.org

1. Your organisation	
Name of organisation	Jointly Team Wickham & W&K Chamber Of Trade
Contact name	Steven Manning
Position in organisation	Member
Address for correspondence	Wentworth House, The Square, Wickham. PO17 5JW
Tel No.	01329 600012
Email address	warwicklane34@gmail.com
2. Details of organisation	
Brief description of your organisations aims	<p>The collaboration of Team Wickham, (which was formally known as the Wickham Village Team) and the Chamber of Trade (CoT) bring two fantastic organisations together.</p> <p>Team Wickham (TW) is about the Wickham & Knowle community and unity. They plan for many events and community led schemes.</p> <p>The CoT is made up primarily of business owners in and around Wickham & Knowle with the aim to continue to provide goods/services to the local residents and visitors by supporting each other.</p>
How long has it been in existence?	TW 10 plus years and CoT 20 plus years
Is it run by a committee?	TW - Yes / CoT - Yes

If yes, how many committee members?	TW - 3 / CoT - 3
Can anyone join?	Both - Yes
If not what are the restrictions?	Anyone can join, but local people and businesses are encouraged to join.
How often do you meet?	Both - Bi-Monthly
Where are meetings held?	Various around the Village.
Are they public meetings?	No
How many members do you have?	TW - 13 / CoT - 12
What percentage of members live within Wickham Parish?	TW - 90% - CoT 90% either live or have businesses that provide goods, services and/or employment in the Parish.
3. Purpose of organisation	
Please give a summary of the activities your organisation has undertaken during the last year. If you are a new organisation, give an idea of the activities you wish to undertake.	<p>Team Wickham, which was formerly known as The Wickham Village Team have many aspirations.</p> <p>Although not in the last year, it should be noted that the Wickham Village Team initially set up The Taste of Wickham events which became its own event committee.</p> <p>They have supported the community in the past by way of:</p> <ul style="list-style-type: none"> - A trial for a Youth Club to test its viability. - Provided volunteers for the Wickham Music Festival. - Easter Egg Trail. - Wickham Square lamp post decorations. - The Beating of the Bounds. - Supporting the Christmas Lights Switch- On events. - Decorated the phone box for letters to santa. - Continue to support the Taste of Wickham with volunteers. - Increasing the visibility of Wickham & Knowle with social media and a website. <p>Future events:</p> <ul style="list-style-type: none"> - Looking at the viability of a Wickham Park Run.

	<ul style="list-style-type: none"> - Supporting the Village entry to Wickham In Bloom. <p>The Chamber of Trade in the past had part funded the Music Festival Bus to ensure a 'link' between the village and the festival site. They also have financially supported the Taste Of Wickham festival to ensure that the event is free and accessible to all.</p> <p>Innovative ideas come from businesses in the CoT and that is why it is such a valuable resource for incubating ideas, such as the Sunday Market.</p>
Describe how the local community will benefit from your organisation	<p>As you can see, both committees benefit the community with events, support and volunteers. Team Wickham offers community events, visible enhancements and volunteering. Making Wickham & Knowle attractive for the local community and visitors. Social media communicates these messages and in turn increases the awareness and footfall of the parish, strengthening the businesses within it so that they can continue to provide goods, services and employment to the residents of Wickham & Knowle Parish.</p>
4. About the project	
Please give details of your proposed project and what you wish to use any grant awarded for?	<p>Christmas Lights Switch On 2024</p> <p>Event date: 16 th November 2024 Event Time: 11:00 AM - 8:00 PM Light Switch-On Time: 5:00 PM Late Night Shopping: Until 7:00 PM</p> <p>This event is designed to bring together people of all ages, from families with young children to local residents looking for festive food, drink, shopping, and entertainment.</p> <p>Christmas Light Switch-On: The grand moment when our village lights up for the season. The switch-on will be accompanied by a countdown and festive music.</p>

	<p>Late Night Shopping: Extended shopping hours with local shops and market stalls staying open into the evening, perfect for finding unique Christmas gifts from local artisans and businesses.</p> <p>Santa's Grotto: A must-visit for children, meet Santa and his elves in a beautifully decorated grotto and receive a small gift.</p> <p>Food & Drink from Local Pubs & Traders: Cozy communal benches will be set up for people to enjoy hearty food and warm drinks from local pubs and street vendors. Mulled wine, hot chocolate, and festive treats will be available throughout the day.</p> <p>Live Entertainment: Throughout the day, live music performances and busking-style entertainment will bring a lively holiday spirit to the streets. Into the evening, local musicians and choirs will perform Christmas carols and festive tunes.</p> <p>Fairground Rides: Family-friendly fairground rides will be available for kids and adults alike, adding excitement and fun to the event.</p> <p>Inclusivity and Community Spirit: This event is designed to be inclusive and welcoming to all members of the community, not just children. The late-night shopping experience is perfect for those who want to enjoy a festive evening while supporting local businesses.</p> <p>The communal seating encourages socialising with friends, neighbours, and new acquaintances over food and drinks, creating a true sense of community connection.</p>
What is the project cost? Provide as much detail as possible	<p>Please see separate budget sheets for details.</p> <p>Expenses Event Expenses - £9566.24</p>

	<p>Note - the expenses include the Christmas Tree and putting up of the lights around the square.</p> <p>Income Cllr Stallard grant - £1000 Wickham & Knowle Parish Council - £5500 Chamber of Trade - £500 Fairground rides - 20% of Takings Market Pitch Fee - £240 (8 Stalls) Food Stalls - 20% of Takings</p> <p>Welbourne - £2000</p> <p>Income - £9690.00</p> <p>Surplus - £123.76</p>
Have you received or applied for funding from any other source for this project?	<p>No. Please see budget for income sources.</p> <p>We plan to apply for a Cllr Stallard Grant.</p>
5. Financial details	
Do you receive funding from other sources and if so who?	<p>TW - No.</p> <p>CoT - Our source of funding is through membership subscriptions only.</p>
Please supply financial records, as per guidance notes	
If you have previously received a grant from Wickham Parish Council, please give details.	

Please complete the following declaration

I declare that the information given is correct and agree to adhere to the conditions laid out in Wickham and Knowle Parish Council's Community Grants Policy.

On behalf of: Team Wickham and The Wickham Chamber of Trade

I accept the conditions in Wickham Parish Council's Community Grants Policy

Signed_____ Date_____

Position in organisation_____

If the person signing this form is under 18, an adult organisation member must countersign it

Signed_____ Date_____

Please note completion of this form does not necessarily mean that a grant application will be successful in part or whole

Expenditure	Quantity	Cost
Benches	14	£785.00 Inc VAT
PA	1	£125.00
Grotto DIY decorations		£500.00 Men's shed make throne?
Christmas Gifts	250	£625.00 Christmas Mask, Pumping baloon, light stick.
Buskers	4	£400.00
Street performers	2	£800.00 Bubble man, fire eater(?), stilts, characters
Brass band	1	£200.00
Light-up "Wickham" sign	1	£280.00
Closing Act	1	£300.00
Scouts donation		£50.00
Logistics		
Community parking	1	£150.00 Full car parks, front and overflow. Hall hire.
Walkie Talkies	4	£59.99 Owned by TW
Hi Vis (TW personalised)	15	£89.25 Owned by TW
Barriers		£90.00
Festoon Lighting	100m	£120.00 With £250 deposit
Elf Crossing signs/light	3	£30.00
Road Closure signs	3	£50.00
Parking signs	3	£25.00
Advance warning signs	4	£35.00
Insurance/bus stop relation fee	UNK	
Must Haves		
Tree		£1,000.00
Lights Hung		£2,500.00
Marketing		
Meta Ads	10 day campaign	£50.00
Correx Posters	20	£52.00
Management		
Event Manager		£1,250.00
Total Expenses		£9,566.24
Total Income		£9,690.00

Surplus/Loss	£123.76
Income	Amount
Cllr Stallard grant	£1,000.00
Wickham Parish Council	£5,500.00 £3500 for tree and lights excess for the event.
Chamber of Trade	£500.00
Fairground rides	£150.00 20% takings Est.
Market Pitch Fee	£240.00 8 markets
Food Stalls	£300.00 20% takings Est.
Welbourne	£2,000.00

Wickham Christmas Cracker

Event proposal

1. Event outline
2. Layout
3. Timetable
4. Volunteer Rota outline
5. Parking
6. Market
 - 6.a – Market Exit
7. Entertainment
8. Emergency access
9. PA and Sound
 - 9.a Sound conflicts
10. Grotto
11. Road Closures
 - 11.a temp bus stop
 - 11.b Coop delivery
12. Elf crossing
13. Budget

1. **Event Overview:** Join us for a festive day filled with holiday cheer at the annual **Wickham Christmas Cracker**. This event is designed to bring together people of all ages, from families with young children to local residents looking for festive food, drink, shopping, and entertainment.

Event Highlights:

Christmas Light Switch-On: The grand moment when our town lights up for the season. The switch-on will be accompanied by a countdown and festive music.

Late Night Shopping: Extended shopping hours with local shops and market stalls staying open into the evening, perfect for finding unique Christmas gifts from local artisans and businesses.

Santa's Grotto: A must-visit for children, meet Santa and his elves in a beautifully decorated grotto and receive a small gift.

Food & Drink from Local Pubs & Traders: Cozy communal benches will be set up for people to enjoy hearty food and warm drinks from local pubs and street vendors. Mulled wine, hot chocolate, and festive treats will be available throughout the day.

Live Entertainment: Throughout the day, live music performances and busking-style entertainment will bring a lively holiday spirit to the streets. Into the evening, local musicians and choirs will perform Christmas carols and festive tunes.

Fairground Rides: Family-friendly fairground rides will be available for kids and adults alike, adding excitement and fun to the event.

Inclusivity and Community Spirit: This event is designed to be inclusive and welcoming to all members of the community, not just children. The late-night shopping experience is perfect for those who want to enjoy a festive evening while supporting local businesses. The communal seating encourages socializing with friends, neighbours, and new acquaintances over food and drinks, creating a true sense of community connection.

Event date: 16th November 2024

Event Time: 11:00 AM - 8:00 PM

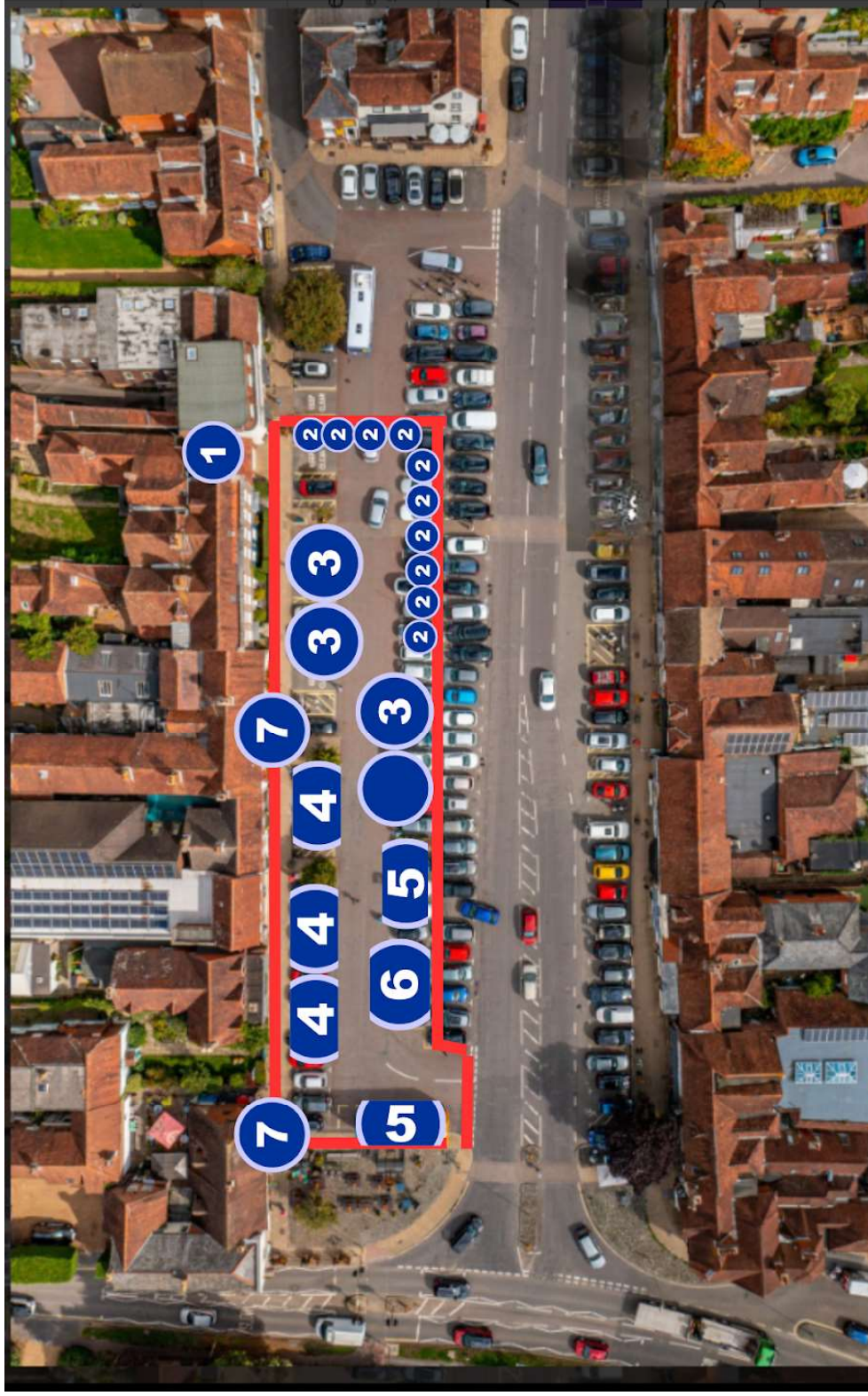
Light Switch-On Time: 5:00 PM

Late Night Shopping: Until 7:00 PM

2.

KEY:

- 1) Grotto
- 2) Market Stalls
- 3) Fairground attractions
- 4) Communal benches
- 5) Street food
- 6) Buskers
- 7) Outside bar/mulled wine



3.

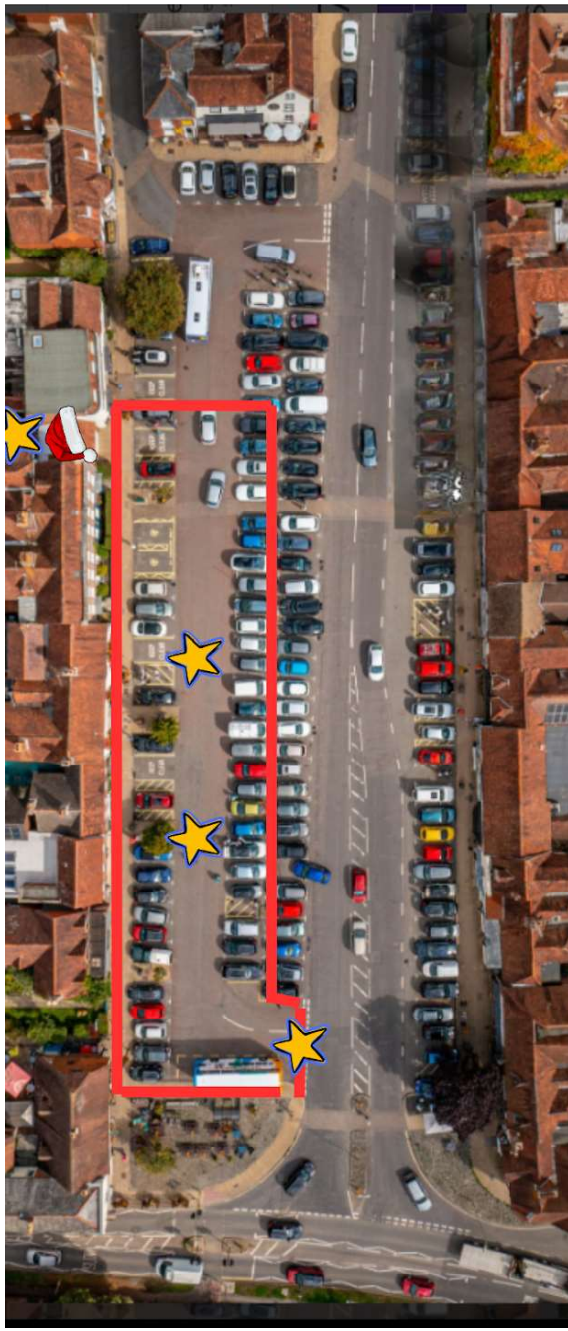
Timetable

Time	Action
7:00	Road Closure, barriers up, festoon lighting up.
9:00	Market Stalls arrive from behind closed site.
11:00	Event Opens
12:00 – 17:20	Buskers/roaming entertainers
17:15	Grotto Closes
17:30	Switch on lights
18:00	Last Act starts (live music)
18:00-19: 00	Market Stalls and Fairground Leave
19:30	Last Act finishes (live music)
20:00	Food stalls and outside bars shut. Pack down and encouragement into pubs.
21:00	Street food leaves, benches packed away, barriers down, road open.

4. Volunteer rota

Time	Action	Volunteer No.
6:00- 8:00	Set up, barriers.	2
6:00-end	Event management	2*
9:00-11:00	Welcome market stalls.	1
9:00-11:00	Managing tables and Fairground set-up.	2
9:00-11:00	Emergency Barrier person	1
11:00 – 14:00	Emergency Barrier person	1
14:00-16:00	Emergency Barrier person	1
16:00-18:00 (Dark)	Emergency Barrier person	2
16:00 – 18:00	Elf crossing	1
17:45-21:00	Emergency Barrier person	2
18:00-19:00	Managing Market/ fairground exit	2 + management
20:00-21:00	Pack-up	6

Volunteers and event management are stars. Map shows location of volunteers as example of timeline 9:00-18:00



5. Parking Options

The current event plan reduces the on-site parking by 47 spaces.

Losing a small number of parking spaces for a community event can bring significant benefits, as it fosters local engagement, enhances neighborhood spirit, and boosts local businesses. The temporary inconvenience is outweighed by the value of gathering together, and attendees can still find free parking options within walking distance, ensuring minimal disruption. This allows everyone to participate while maintaining accessibility for those who need parking nearby.

Other locations for parking are readily available: the tennis courts by the Shell garage (approx. 30 spaces), the Community centre – which will allow us to secure their overflow parking for the event (approx. 50 spaces), and station Road car park – which is often popular but offers another 35+ parking spaces.

6. Market

The proposal of a pop-up market is for temporary, open-air local vendors to set up stalls to sell a variety of goods, such as handmade crafts, foods, clothing, and fresh produce. The market will create a vibrant, community-driven atmosphere, encouraging interaction between shoppers and small business owners. The market's spontaneous nature adds excitement, as each pop-up offers unique, often limited-edition items that reflect the local culture and creativity.

Market stall holders will need to bring their own gazebos, tables, lighting and other equipment to set up their spaces and display their products effectively during the event. They will be required to stay for the duration of the event (11:00-18:00) and will be instructed on how to enter and leave the event space.

They will be required to agree to a pitch fee and to have festoon lighting temporarily strung to their stalls.



6.a

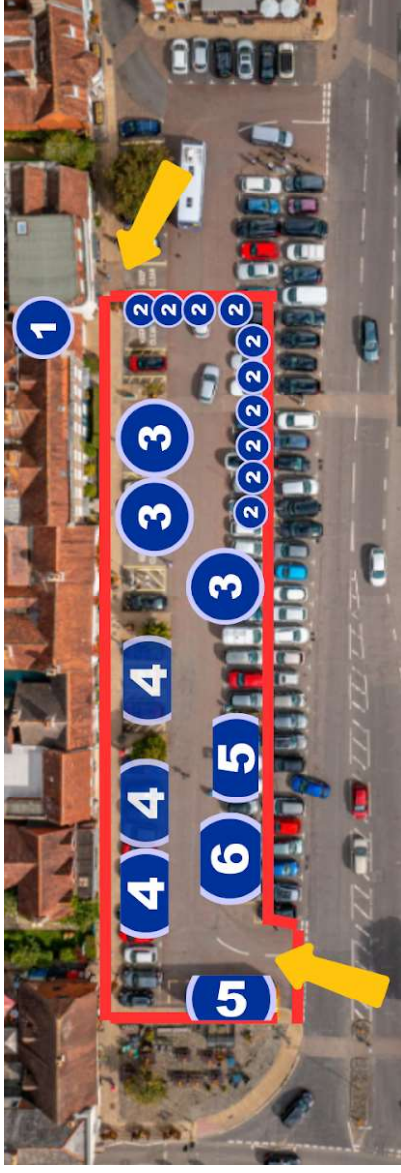
The map shows the exit strategy for the Market stalls and Fairground rides, the red dotted line indicates where additional barriers will be placed to (re)hang the festoon lighting, creating a more manageable and intimate area into the evening.

7. Entertainment

- **Festive music through the PA system.**
- **Roaming Performers:** Bubble-man, princesses and (perhaps) fire-eaters – all TBC
- **Unplugged buskers:** traditional Christmas buskers without amplification create a charming, acoustic atmosphere, performing festive songs with simple, unadorned instruments like guitars, violins, or flutes.
- **Closing act:** from 18:00 – 19:30

8. Emergency access

Yellow arrows indicate where emergency vehicles can access site or be close to crucial points within the site. Emergency plan to follow.



Exit points for the public in case of evacuation. Emergency Plan to follow.

9. PA and Sound

Sound equipment will be kept to a minimum, with two mounted speakers to play recorded classic Christmas music. A microphone will also be available, primarily for announcing the countdown to the light switch-on and for use in case of emergency announcements.



9.a Sound conflicts

Fairground rides will be asked to not play their music, or, play it quietly.

10. Grotto

Welcome to the enchanting "Meet Santa" Grotto, a magical, festive experience that begins with a short walk through a winter wonderland! The entrance to the grotto is a (short) twinkling path lined with snow-dusted trees, sparkling lights, and festive decorations, all lovingly put together by dedicated volunteers. As visitors stroll along, they'll be immersed in the sights and sounds of Christmas—softly playing carols, flickering lanterns, and playful reindeer sculptures leading the way.

At the end of this whimsical journey, they arrive at the grotto itself, a cozy, snow-covered cabin where Santa and Mrs. Claus are ready to greet families. Inside, the grotto is warm and welcoming, filled with Christmas cheer—crackling fireplaces(?), stockings hanging on the walls, and a giant Christmas tree adorned with ornaments made by local children.

Throughout the day, from 11:00 am to 5:00 pm, a team of jolly Santas will take turns spreading Christmas joy. Each Santa will have a two-hour shift, interacting with children, hearing their holiday wishes, and posing for photos. Mrs. Claus will be on hand, offering warm smiles, sweet treats, and stories of the North Pole, adding an extra layer of charm to the experience.

At 5:30 pm, as the day draws to a close, the final Santa will make a grand exit from the grotto. With a wink and a wave, he'll head to the town square to perform the task of turning on the town's festive lights.

Grotto opens: 11:00

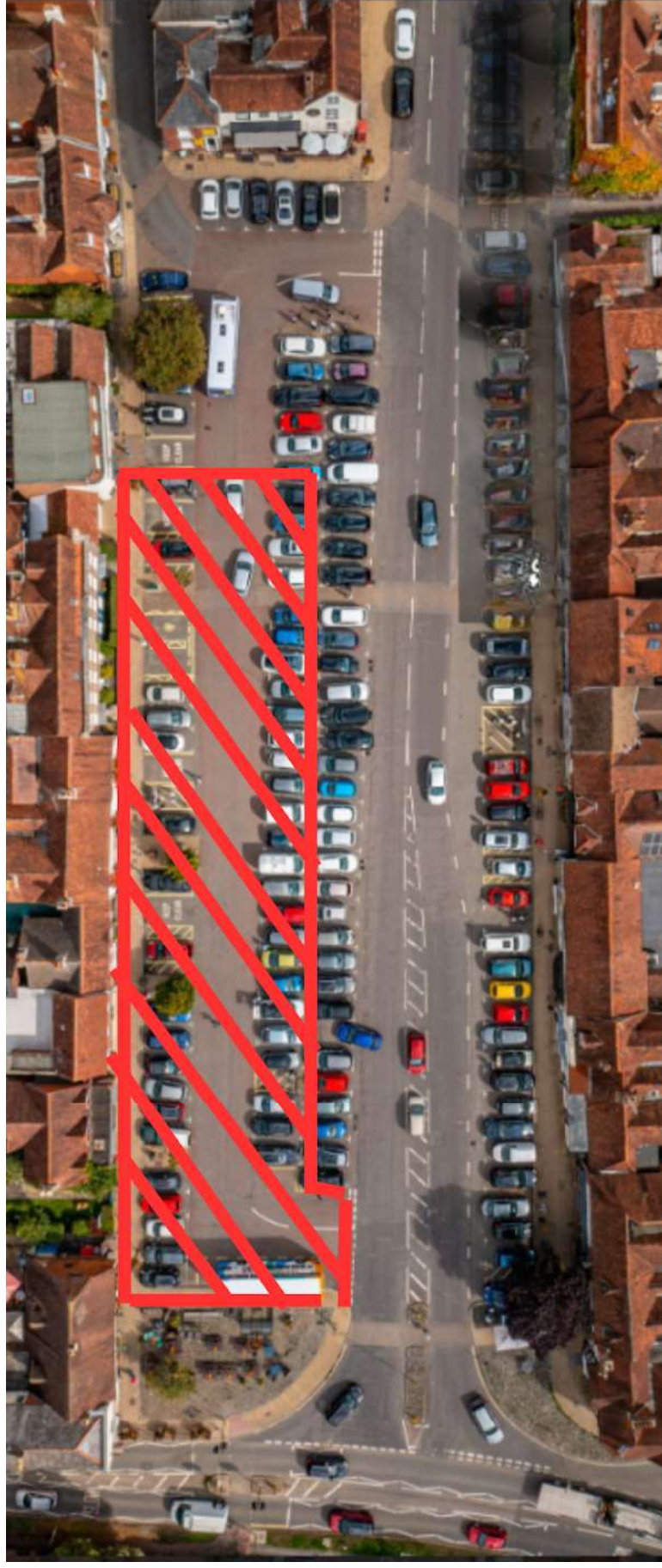
Grotto Closes: 17:00

Fee per child: £3

Gift per child to include things such as a Christmas themed mask, punch balloon, light stick.

Grotto location: Warwick garage, next to Wentworth house.

11. Road Closures



11.a Temporary Bus stop

Stagecoach will advise on the best location for their temporary bus stop.

11.b Coop Saturday delivery

Coop usually have a Saturday morning delivery, they will need to make other provisions.

12. Elf Crossing

The main point of concern regarding the movement of public on foot will be the “crossing” at the entrance of the square. This is not an official crossing and so doesn’t have any signage to alert motorists of potential pedestrians.

To reduce the risk of issues: there will be 2 large signs posted either side of the road and one on the island in the middle. These signs will be covered in battery operated lights.

During the evening hours, at dusk, a volunteer will be appointed to manage the crossing.



Wickham and Knowle Parish Council

Full Council - 26th September 2024

Payments (April 2024)

Direct Debit payments

Invoice Date	Payee	Description	Net	VAT	Gross
02/04/2024	EDF Energy	Wickham Recreation Pavilion Electricity (Mar 24)	£ 30.00	£ -	£ 30.00
15/03/2024	O2	BM staff mobile (Mar 24)	£ 30.77	£ 6.16	£ 36.93
02/04/2024	EDF Energy	Wickham Tennis Courts Electricity (Mar 24)	£ 70.00	£ -	£ 70.00
19/03/2024	British Gas	KVH Electricity (Sep 23 - Mar 24)	£ 180.77	£ 36.16	£ 216.93
31/03/2024	Google EMEA	12 email accounts (Mar 24)	£ 72.00	£ -	£ 72.00
24/03/2024	British Gas	Wickham MUGA Electricity (Mar 24)	£ 148.86	£ 7.44	£ 156.30
27/03/2024	British Gas	Wickham Recreation Pavilion Gas (Mar 24)	£ 18.05	£ 0.90	£ 18.95
25/04/2024	Lloyds	Service charges (Apr 24)	£ 7.00	£ -	£ 7.00
15/04/2024	O2	BM staff mobile (Apr 24)	£ 32.15	£ 6.43	£ 38.58

Staff Debit Card payments

Invoice Date	Payee	Description	Net	VAT	Gross
BACS payments					
Invoice Date	Payee	Description	Net	VAT	Gross
		Repairs to KVH - toilet seat & flush handle disabled toilet, repair door handles, replace kitchen taps, replace light tubes	£ 210.00	£ -	£ 210.00
01/04/2024	JusT Maintenance	Repairs to KVH - Repairs to external guttering	£ 205.00		£ 205.00
01/04/2024	JusT Maintenance	KVH Cleaning (Mar 24)	£ 128.00	£ 25.60	£ 153.60
31/03/2024	1st Klas Cleaning	Internal Audit fees	£ 733.33	£ -	£ 733.33
12/03/2024	Lightatouch	Play Area inspections (Mar/Apr 24)	£ 556.32	£ 111.26	£ 667.58
11/04/2024	Siam Landscapes	SLR Movements (Mar 24)	£ 200.00	£ 40.00	£ 240.00
02/04/2024	Siam Landscapes	Installation of CCTV at KVH	£ 3,537.30	£ 707.46	£ 4,244.76
17/04/2024	Loguin	IT Support KVH Office	£ 117.50	£ 23.50	£ 141.00
01/04/2024	Absolute IT	Street lighting (Oct 23 - Mar 24)	£ 2,008.50	£ 401.70	£ 2,410.20
18/04/2024	Hampshire County Council	RIBA stages 1 & 2 domestic professional services KVH	£ 2,200.00	£ 440.00	£ 2,640.00
28/03/2024	Axis Architecture	Jetwashing Tennis Courts	£ 1,010.00	£ 202.00	£ 1,212.00
15/04/2024	Siam Landscapes	Grounds Maintenance (Apr 24)	£ 1,522.44	£ 304.48	£ 1,826.92
24/04/2024	Siam Landscapes	Expenses	£ 60.91	£ 2.58	£ 63.49
29/04/2024	Miss V Glenister	Locum Clerk work (Apr 24)	£ 396.91	£ -	£ 396.91
29/04/2024	Mrs T Molloy	Locum Finance work	£ 1,360.00	£ -	£ 1,360.00
31/03/2024	Mrs C Macfarland	Talktalk repayment	£ 86.74	£ -	£ 86.74
29/04/2024	Mrs N Oliver				
30/04/2024	Staff	Salary	£ -	£ -	£ -
30/04/2024	HMRC	Tax / NI	£ -	£ -	£ -
30/04/2024	LGPS/Nest	Pension	£ -	£ -	£ -

Total payments

£ 14,922.55 £ 2,315.67 £ 17,238.22

Wickham and Knowle Parish Council

Full Council - 26th September 2024

Payments (May 2024)

Direct Debit payments

Invoice Date	Payee	Description	Net	VAT	Gross
01/05/2024	EDF Energy	Wickham Recreation Pavilion Electricity (Apr 24)	£ 30.00	£ -	£ 30.00
01/05/2024	EDF Energy	Wickham Tennis Courts Electricity (Apr 24)	£ 51.00	£ -	£ 51.00
30/04/2024	Google EMEA	12 email accounts (Apr 24)	£ 72.00	£ -	£ 72.00
24/04/2024	British Gas	KVH Electricity (Apr 24)	£ 475.09	£ 95.02	£ 570.11
24/04/2024	British Gas	Wickham MUGA Electricity (Apr 24)	£ 143.98	£ 7.20	£ 151.18
27/04/2024	British Gas	Wickham Recreation Pavilion Gas (Apr 24)	£ 15.33	£ 0.77	£ 16.10
25/04/2024	Ionos	Mail business mailbox (Apr 24 - Jul 24)	£ 14.97	£ 2.99	£ 17.96
28/05/2024	Lloyds	Service charges (May 24)	£ 7.85	£ -	£ 7.85
15/05/2024	O2	BM staff mobile (May 24)	£ 32.15	£ 6.43	£ 38.58

Staff Debit Card payments

Invoice Date	Payee	Description	Net	VAT	Gross
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BACS payments

Invoice Date	Payee	Description	Net	VAT	Gross
29/04/2024	Mrs T Molloy	Expenses for new Parish Office set up	£ 733.55	£ 146.70	£ 880.25
02/05/2024	Abbey Electrics	PAT testing KVH	£ 51.67	£ 10.33	£ 62.00
30/04/2024	1st Klas Cleaning	KVH Cleaning (Apr 24)	£ 128.00	£ 25.60	£ 153.60
01/05/2024	Mark Hilton	KVH window cleaning	£ 40.00	£ -	£ 40.00
28/04/2024	Widley Landscapes	Grounds Maintenance (May 24)	£ 29.17	£ 5.83	£ 35.00
01/04/2024	PC Garden Contracts	Grounds Maintenance (Mar 24)	£ 3,324.80	£ -	£ 3,324.80
16/05/2024	Katastrophies	Parish Assembly trophies	£ 575.00	£ 115.00	£ 690.00
13/04/2024	Miss V Glenister	Expenses for KVH	£ 54.08	£ 6.22	£ 60.30
03/05/2024	Peter Hussey	Pitch Power Assessments	£ 200.00	£ -	£ 200.00
23/05/2024	HALC	Chairing Skills Course - Cllr Phillips-Lee	£ 48.00	£ 9.60	£ 57.60
01/04/2024	Rialtas Business Solutions	Rialtus Omega Software 2024-25	£ 357.00	£ 71.40	£ 428.40
22/05/2024	Siam Landscapes	Play Area inspections (May 24)	£ 574.56	£ 114.91	£ 689.47
28/05/2024	Mrs T Molloy	Locum work (May 24)	£ 1,580.26	£ -	£ 1,580.26
28/05/2024	Mrs S Thorogood	Expenses for new Parish role	£ 1,143.93	£ 233.83	£ 1,377.76
05/01/2024	Winchester City Council	Premises Licence KVH	£ 180.00	£ -	£ 180.00
		Annual maintenance emergency lighting, fire detection and alarm system, fire extinguishers, replacement fire blanket	£ 357.60	£ -	£ 357.60
15/05/2024	Firecare & Security				
21/05/2024	Siam Landscapes	Grounds Maintenance (May 24)	£ 2,171.59	£ 434.31	£ 2,605.90
31/05/2024	Staff	Salary	£ 5,013.02	£ -	£ 5,013.02
31/05/2024	HMRC	Tax / NI	£ -	£ -	£ -
28/06/2024	LGPS/Nest	Pension	£ -	£ -	£ -

Total payments

£ 17,404.60 £ 1,286.14 £ 18,690.74

Wickham and Knowle Parish Council

Full Council - 26th September 2024

Payments (June 2024)

Direct Debit payments

Invoice Date	Payee	Description	Net	VAT	Gross
03/06/2024	EDF Energy	Wickham Recreation Pavilion Electricity (May 24)	£ 24.79	£ 5.21	£ 30.00
03/06/2024	EDF Energy	Wickham Tennis Courts Electricity (May 24)	£ 47.62	£ 3.38	£ 51.00
17/05/2024	4com	Office broadband & telephone (to Apr 24)	£ 127.56	£ 25.51	£ 153.07
24/05/2024	British Gas	Wickham MUGA Electricity (May 24)	£ 34.39	£ 1.72	£ 36.11
31/05/2024	Google EMEA	12 email accounts (May 24)	£ 72.00	£ -	£ 72.00
24/05/2024	British Gas	KVH Electricity (May 24)	£ 372.44	£ 74.49	£ 446.93
27/05/2024	British Gas	Wickham Recreation Pavilion Gas (May 24)	£ 12.17	£ 0.61	£ 12.78
25/05/2024	Ionos	KVH website domain name (May 24 - May 25)	£ 15.00	£ 3.00	£ 18.00
28/06/2024	Lloyds	Service charges (Jun 24)	£ 7.85	£ -	£ 7.85

Staff Debit Card payments

Invoice Date	Payee	Description	Net	VAT	Gross
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BACS payments

Invoice Date	Payee	Description	Net	VAT	Gross
04/06/2024	Lightatouch	Final interim audit fees 2023/24 accounts	£ 67.33	£ -	£ 67.33
13/05/2024	Mrs S Chambers	Parish Assembly catering expenses	£ 619.83	£ 7.96	£ 627.79
10/05/2024	Mrs K Holladay	Parish Assembly catering expenses	£ 93.08	£ 18.62	£ 111.70
24/05/2024	Biffa	Trade Waste collection KVH (Jul 24 - Sep 24)	£ 294.31	£ 58.86	£ 353.17
31/05/2024	1st Klas Cleaning	KVH Cleaning (May 24)	£ 170.00	£ 34.00	£ 204.00
29/05/2024	Park Place Farm Nurseries	Hanging basket plants for Wickham Square	£ 800.80	£ -	£ 800.80
02/06/2024	A&B Landscapes	Install Wickham Square hanging baskets	£ 195.00	£ 39.00	£ 234.00
27/05/2024	Widley Landscapes	Grounds Maintenance (May 24)	£ 87.50	£ 17.50	£ 105.00
07/06/2024	Mrs T Molloy	Locum work (Jun 24)	£ 1,037.17	£ 7.06	£ 1,044.23
03/06/2024	Brambridge Bookkeeping	Payroll bookkeeping support	£ 52.50	£ -	£ 52.50
25/05/2024	Miss V Glenister	Expenses - key cutting & lanyards with holders	£ 83.62	£ 16.72	£ 100.34
03/06/2024	Mrs S Thorogood	Expenses - stationery & equipment for new role	£ 821.17	£ 158.65	£ 979.82
30/04/2024	PC Garden Contracts	Grounds Maintenance (Apr 24)	£ 3,164.00	£ -	£ 3,164.00
31/05/2024	PC Garden Contracts	Grounds Maintenance (May 24)	£ 3,164.00	£ -	£ 3,164.00
09/04/2024	HALC	HALC/NALC Affiliation 2024/25	£ 1,033.00	£ -	£ 1,033.00
24/05/2024	Wickham Community Centre	Room hire (May 24)	£ 145.75	£ -	£ 145.75
21/06/2024	CJ Hoare Roofing & General Builders	Repairs to Wickham MUGA	£ 310.00	£ -	£ 310.00
30/04/2024	Axis Architecture	Further work to RIBA stages 1 & 2 & 3 domestic profes	£ 1,325.00	£ 265.00	£ 1,590.00
18/06/2024	Winchester City Council	Business Rates KVH (2024-25)	£ 360.00	£ -	£ 360.00
20/06/2024	Siam Landscapes	Play Area inspections (Jun 24)	£ 383.04	£ 76.60	£ 459.64
20/06/2024	Siam Landscapes	Grounds Maintenance (Jun 24)	£ 2,417.16	£ 483.43	£ 2,900.59
20/06/2024	Siam Landscapes	Wickham Square watering (Jun 24)	£ 840.00	£ 168.00	£ 1,008.00
20/06/2024	Siam Landscapes	Wickham memorial planter watering (Jun 24)	£ 180.00	£ 36.00	£ 216.00
23/06/2024	Siam Landscapes	Wickham skatepark grass cutting & green waste	£ 500.00	£ 100.00	£ 600.00
20/06/2024	Siam Landscapes	Repair work to Consort Mews play area	£ 300.00	£ 60.00	£ 360.00
08/06/2024	Community First	S Thorogood Managing People course	£ 65.00	£ -	£ 65.00
07/06/2024	Castle Water	Wickham Recreation Pavilion water (May 24)	£ 10.48	£ -	£ 10.48
12/06/2024	Hampshire County Supplies	Office Supplies & KVH equipment	£ 24.41	£ 4.88	£ 29.29
19/06/2024	Hampshire County Supplies	Office Supplies & KVH equipment	£ 31.45	£ 6.29	£ 37.74
11/06/2024	Foard Maintenance	Graffiti removal KVH	£ 165.77	£ -	£ 165.77
28/06/2024	Staff	Salary	£ 4,055.77	£ -	£ 4,055.77
28/06/2024	HMRC	Tax / NI	£ 3,687.05	£ -	£ 3,687.05
28/06/2024	LGPS/Nest	Pension	£ 1,396.26	£ -	£ 1,396.26

Cheque payments

18/06/2024	Royal British Legion	2 wreaths for D-Day celebration	£ 50.00	£ -	£ 50.00
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Total payments

£ 28,644.27 £ 1,672.49 £ 30,316.76

Wickham and Knowle Parish Council

Full Council - 26th September 2024

Payments (July 2024)

Direct Debit payments

Invoice Date	Payee	Description	Net	VAT	Gross
01/07/2024	EDF Energy	Wickham Recreation Pavilion Electricity (Jun 24)	£ 30.00	£ -	£ 30.00
01/07/2024	EDF Energy	Wickham Tennis Courts Electricity (Jun 24)	£ 78.00	£ -	£ 78.00
15/06/2024	O2	BM staff mobile (Jun 24)	£ 32.32	£ 6.46	£ 38.78
17/06/2024	4com	Office broadband & telephone (May 24)	£ 68.77	£ 13.75	£ 82.52
30/06/2024	Google EMEA	12 email accounts (Jun 24)	£ 72.00	£ -	£ 72.00
24/06/2024	British Gas	Wickham MUGA Electricity (Jun 24)	£ 17.84	£ 0.89	£ 18.73
24/06/2024	British Gas	KVH Electricity (Jun 24)	£ 354.23	£ 70.85	£ 425.08
27/06/2024	British Gas	Wickham Recreation Pavilion Gas (Jun 24)	£ 10.81	£ 0.54	£ 11.35
26/07/2024	Lloyds	Service charges (Jul 24)	£ 8.55	£ -	£ 8.55
15/07/2024	O2	BM staff mobile (Jul 24)	£ 34.46	£ 6.89	£ 41.35

Staff Debit Card payments

Invoice Date	Payee	Description	Net	VAT	Gross
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BACS payments

Invoice Date	Payee	Description	Net	VAT	Gross
04/07/2024	Knowle Post	Grant for newsletter printing	£ 1,817.00	£ -	£ 1,817.00
04/07/2024	Steve Tilbury Consulting	Neighbourhood plan report for P&H Committee	£ 500.00	£ -	£ 500.00
27/06/2024	Deacon Design Ltd	RIBA stage 1 and 2 for Mill Lane Country park concept design	£ 5,125.00	£ 1,025.00	£ 6,150.00
30/06/2024	1st Klas Cleaning	KVH Cleaning (Jun 24)	£ 136.00	£ 27.20	£ 163.20
28/06/2024	Fenland Leisure	Replacement zip wire seat Titan Swing	£ 86.00	£ 17.20	£ 103.20
05/05/2024	Swanmore Parish Council	Shelving for Parish office	£ 102.92	£ 20.57	£ 123.49
17/06/2024	Siam Landscapes	Jet wash Victoria Mews play area	£ 400.00	£ 80.00	£ 480.00
17/06/2024	Siam Landscapes	Jet wash Greater Horseshoe Way play area	£ 400.00	£ 80.00	£ 480.00
05/06/2024	Park Place Farm Nurseries	Bridge street memorial bedding plants	£ 681.20	£ -	£ 681.20
12/06/2024	Park Place Farm Nurseries	6 planters in Knowle South Square	£ 1,404.00	£ -	£ 1,404.00
01/07/2024	Firecare & Security	Annual monitoring KVH alarm	£ 260.00	£ 52.00	£ 312.00
29/06/2024	Widley Landscapes	Grounds Maintenance (Jul 24)	£ 87.50	£ 17.50	£ 105.00
02/07/2024	Widley Landscapes	Hedge cutting KVH village green	£ 2,650.00	£ 530.00	£ 3,180.00
30/06/2024	Mrs C Macfarland	Locum Finance Support to Jun 24	£ 1,300.00	£ -	£ 1,300.00
28/06/2024	Biffa Waste	Replacement bin due to broken lock	£ 46.57	£ 9.31	£ 55.88
03/07/2024	Hampshire County Supplies	Stationery	£ 2.25	£ 0.45	£ 2.70
11/07/2024	Wickham Twinning Association	Grant	£ 500.00	£ -	£ 500.00
		Expenses - office equipment, youth club DBS and training, pickleball grant	£ 615.01	£ 83.23	£ 698.24
24/06/2024	Mrs S Thorogood	KVH Planning application fee	£ 1,226.00	£ -	£ 1,226.00
23/06/2024	Portal Plan Quest	KVH handyman services (Jun 24)	£ 201.53	£ -	£ 201.53
11/06/2024	Foard Maintenance	Expenses for courses	£ 46.17	£ 1.13	£ 47.30
19/06/2024	Mrs S Chambers	Donation for Parish Assembly Performance	£ 100.00	£ -	£ 100.00
11/07/2024	Igloo Music	New projector & mobile display stand KVJ	£ 1,081.58	£ 216.32	£ 1,297.90
05/07/2024	AV Parts Master	Replacement cradle seats Knowle play areas	£ 215.67	£ 43.13	£ 258.80
08/07/2024	Fenland Leisure	Grounds Maintenance (Jun 24)	£ 3,164.00	£ -	£ 3,164.00
30/06/2024	PC Garden Contracts	Room hire (Jun & Jul 24)	£ 62.00	£ -	£ 62.00
24/07/2024	Wickham Community Centre	KVH equipment	£ 65.76	£ 13.15	£ 78.91
24/07/2024	Hampshire County Supplies	Grant	£ 1,500.00	£ -	£ 1,500.00
31/07/2024	Taste of Wickham	Wickham Square watering (Jul 24)	£ 980.00	£ 196.00	£ 1,176.00
23/07/2024	Siam Landscapes	Wickham memorial planter watering (Jun 24)	£ 280.00	£ 56.00	£ 336.00
23/07/2024	Siam Landscapes	Wickham skatepark grass cutting	£ 100.00	£ 20.00	£ 120.00
24/07/2024	Siam Landscapes	Play Area inspections (Jul 24)	£ 383.04	£ 76.60	£ 459.64
19/07/2024	Siam Landscapes	Grounds Maintenance (Jul 24)	£ 2,379.01	£ 475.80	£ 2,854.81
24/07/2024	Siam Landscapes	New shackle for basket swing Wick CC play area	£ 45.00	£ 9.00	£ 54.00
24/07/2024	Siam Landscapes	Repair picnic bench KVH Green	£ 35.00	£ 7.00	£ 42.00
24/07/2024	Siam Landscapes	Replace titan swing seat Wick Rec play area	£ 70.00	£ 14.00	£ 84.00
24/07/2024	Siam Landscapes	Replace cradle seats Knowle play areas	£ 120.00	£ 24.00	£ 144.00
24/07/2024	Siam Landscapes	Cut Deans Copse vegetation	£ 350.00	£ 70.00	£ 420.00
26/06/2024	ldverde	Emptying 10 bins weekly (Apr - Jun 24)	£ 1,178.68	£ 235.74	£ 1,414.42
31/07/2024	Knowle Resident's Association	Grant for emergency equipment	£ 352.36	£ -	£ 352.36
05/07/2024	Castle Water	Wickham Recreation Pavilion water (Jun 24)	£ 9.34	£ -	£ 9.34
31/07/2024	Mrs T Molloy	Locum Clerk work (Jul 24)	£ 290.40	£ -	£ 290.40
24/07/2024	Luminance Pro Lighting	Electrical work for Wickham MUGA	£ 925.00	£ 185.00	£ 1,110.00
24/07/2024	Landmark Chambers	Legal advice for WCC Local Plan Reg 19	£ 2,500.00	£ 500.00	£ 3,000.00
25/07/2024	CIA Fire & Security	Additional lighting controller Wickham MUGA	£ 2,500.00	£ 500.00	£ 3,000.00
25/07/2024	CIA Fire & Security	Smart Access software annual licence	£ 601.40	£ 120.28	£ 721.68
04/07/2024	Clubspark Group	Annual licence Clubspark software	£ 1,140.00	£ 228.00	£ 1,368.00
16/07/2024	Albion Water	KVH Water 2023/24	£ 411.22	£ -	£ 411.22
31/07/2024	Staff	Salary	£ 4,027.55	£ -	£ 4,027.55
31/07/2024	HMRC	Tax / NI	£ 1,436.43	£ -	£ 1,436.43
31/07/2024	LGPS/Nest	Pension	£ 1,265.74	£ -	£ 1,265.74

Total payments

£ 45,863.31 £ 5,032.99 £ 50,896.30

NALC INFORMATION UPDATE SNIPPETS – September 24

Loraine Rappé – Hampshire County Representative.

80th Commemorations Anniversary of VE Day

NALC and county association officers were briefed by pageant master Bruno Peek CVO OBE OPR on next year's [commemorations for the 80th anniversary of VE-Day](#). This year, many local (parish and town) councils led commemorations for the D-Day anniversary, and councils are being encouraged to organise similar events in 2025.

On the blog: Parish Domain Helper Service

[This week's blog](#), from the Parish Domain Helper Service team, informs local councils about the current funding status for moving to a [.gov.uk](#) domain. Currently, 50% of the available £100 +VAT funding per council has been claimed, with nearly 50 councils taking advantage of the offer. The funding is expected to be fully allocated by late February 2025, so councils are urged to act quickly to secure financial support. The blog post also highlights the ongoing support available, including workshops, virtual sessions, and educational resources, which will only be offered during this financial year. Councils are encouraged to register their interest promptly to access funding and support. [Read the blog to find out more!](#)

LGA event on handling online abuse

The Local Government Association (LGA) held an event on 23 July 2024 on handling online abuse and intimidation for newly elected councillors. The event provided practical advice on handling online harassment and stalking, cyber bullying and threats and being a responsible digital citizen. Although the event was aimed at principal authority councillors, I'm sure the guidance is also useful for local councillors. The [presentations](#) from the event are now available, do check them out.

National Allotment Week

Last week was National Allotment Week! National Allotment Week emphasizes the importance of allotments in communities as essential green spaces that benefit wildlife, enhance air quality, boost health, and help reduce carbon emissions. And it was great to see many local councils actively engaging with 2024 National Allotment Week. Hook Parish Council in Hampshire celebrated the week by encouraging local engagement with

allotments and sharing gardening tips. In Essex, Buckhurst Hill Parish Council hosted an Open Day at their allotments, inviting residents to explore and learn about growing their own produce. And Weymouth Town Council in Dorset marked the occasion with the "Top of the Plots" awards, recognising outstanding local gardeners and fostering community spirit around allotment cultivation. These initiatives emphasise our councils' role in tackling climate change and community wellbeing. If you also got involved this year, please do let us know what you did to policycomms@nalc.gov.uk.

Office for Place mini conference on urban design and placemaking

The Office for Place will be holding an online mini conference on 18 September from 10am-12pm. Called Places at Pace, the conference will look at how urban design and placemaking can contribute to economic and social outcomes, champion the benefits of raising place quality, and how the different organisations involved in the planning system can effectively work together to deliver better homes and places. Sessions at the event will cover good placemaking, the benefits of design codes, creating sustainable neighbourhoods, the opportunities of digital and data, and the role of the Office for Place and local government. This event is free to attend and open to all. Anyone interested in attending can register [here](#).