



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 5th December 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 receive Cllr K Holladay's resignation as Vice-Chair of the Council and elect a new Vice-Chair for the remainder of the 2024/25 meeting calendar	Chair	Verbal
8	To approve the minutes of the meetings held on 26 th September 2024 and 10 th October 2024	Chair	6-13
9	To receive an update from the Clerk on matters arising	Clerk	14
10	Policy & Finance Committee – Cllr Manuel		-
10.1	To receive the minutes of the Committee meeting on 12th September 2024	Cllr Manuel	website
10.2	To receive a recommendation for the budget for 2025/26	Cllr Manuel	Separate cover
10.3	To receive a recommendation for the precept demand for 2025/26	Cllr Manuel	Separate cover
10.4	To receive a recommendation to adopt the new model Financial Regulations	Cllr Manuel	16-33
10.5	To receive a recommendation to extend the appointment of Lightatouch as Council's Internal Auditor for the 2024/25 financial year	Cllr Manuel	15
10.6	To approve the recommendation to accept a quote for moving the Wickham Recreation Pavilion project to RIBA stage 4	Cllr Manuel	34
10.7	To approve the recommendation to approve submission of the Wickham Recreation Pavilion project for planning permission	Cllr Manuel	34
10.8	To approve the recommendation to accept a quote for moving the Knowle Village Hall extension project to RIBA stage 4	Cllr Manuel	35
10.9	To receive a recommendation to add Victoria Glenister to the Lloyds Bank Mandate as a viewer	Cllr Manuel	35
10.10	To approve a quote to instruct Ely Langley Grieg to carry out a market appraisal of the Boston's Barbers	Cllr Manuel	35

11	Planning & Highways Committee – Cllr Rappé		
11.1	To receive the minutes of the Committee meetings on 12th September 2024 and 17th October 2024	Cllr Rappé	website
11.2	To receive an update on the Neighbourhood Plan Consultation	Cllr Rappé	Verbal
12	Recreation Committee – Cllr N Holladay		
12.1	To receive the minutes of the Committee meetings on 19th September 2024 and 24th October 2024	Cllr N Holladay	website
12.2	To approve a recommendation to appoint a contractor to carry out tree work to Knowle Village Green	Cllr N Holladay	35
12.3	To approve a recommendation to approve a quote for sanding and resealing the Knowle Village Hall sports floor	Cllr N Holladay	36
12.4	To approve a recommendation to approve a quote for cleaning the extractor fan in Knowle Village Hall kitchen	Cllr N Holladay	36
13	General Purposes Committee – Cllr Phillips-Lee		
13.1	To receive the minutes of the Committee meeting on 19th June 2024	Cllr Phillips-Lee	website
13.2	To approve a recommendation to apply for a licence to maintain the Shell roundabout in Wickham	Cllr Phillips-Lee	36-37
13.3	To approve a recommendation to adopt the red telephone box in Wickham Square and delegate to the Clerk and Cllr K Holladay to sign the associated documents	Cllr Phillips-Lee	37-47
13.4	To approve a recommendation to purchase and install one new noticeboard in Mayles Lane, Knowle	Cllr Phillips-Lee	48
14	Wickham Water Meadows Committee – Cllr Manuel		
14.1	To approve a recommendation to adopt the Committee's amended terms of reference	Cllr Manuel	49
14.2	To approve a recommendation to appoint a contractor to carry out the fencing repairs at the Water Meadows	Cllr Manuel	50
Other			
15	To approve a grant request from Knowle Resident's Association for the 2024 Christmas event, funding to be taken from the Knowle Christmas nominal	Chair	51-53
16	To review the Committee membership	Chair	54
17	To approve the HR Committee's term of references	Chair	54-56
18	To delegate to the HR Committee to finalise job description and person specification for the two new roles beginning 1 st April 2025.	Chair	57
19	To discuss the current issues at Wickham skatepark and agree an action plan moving forward	Clerk	57-58
20	To consider quotes for conversion of the ladies' toilets in Knowle Village Hall to create an extra office space for expansion of the Parish team	Chair	59
21	To consider the Council's response to the National Consultation on remote meetings and proxy voting	Chair	60-61
22	To approve the proposed meeting calendar for 2025	Chair	62
23	Recent correspondence/ reports from meetings attended of relevance	Chair	63
24	Motion for confidential business - The following motion will be moved on the completion of the above business: "That in view of the confidential nature of the business about to be transacted involving sensitive business, the public and the press be temporarily excluded, and they are instructed to withdraw."	Chair	-
25	To receive a recommendation from the Grounds Maintenance working party to award the Grounds Maintenance Contract beginning 1 st April 2025	Cllr N Holladay	To follow

HAMPSHIRE COUNTY COUNCIL report to Wickham & Knowle Parish Council - December 2024



Health of our Children

In the 2023-2024 annual report of the HCC Director of Public Health it was disclosed that in Hampshire 21% of Year R pupils and 32% of Year 6 pupils were overweight or very overweight in 2022/23. Just over one in five Hampshire children are overweight and obese when they start primary school, and this rises to over one in three by the time they leave primary school. Several studies show that the COVID-19 pandemic has led to an increase in childhood overweight and obesity.

Children who are overweight or obese are more likely to experience other associated physical health conditions, for example breathing difficulties, bone and joint problems, insulin resistance, high blood pressure and dental decay. Alongside the physical health impact, emotional health issues can also influence a child's life now and in the future. These are not only felt by the individual but also by those connected with children at home, school and in the wider community. The impact of this is noticeable across the life course. Studies show that obese children and young people are five times more likely to be obese in adulthood than those who were not obese as children. This brings with it significant increased risks for heart disease, stroke, diabetes and some cancers, reducing the number of years people live in good health.

The cost to public services is significant, particularly the health service. The annual cost of obesity in Hampshire could be as much as £540 million annually with a wider cost to society, through loss of work productivity and social care needs. For full report see

- <https://documents.hants.gov.uk/public-health/director-public-health-annual-report-HCC-2023-24.pdf>

Make it Easier to Walk and cycle in Hampshire

Residents are being asked to help Hampshire County Council identify locations where physical barriers make it awkward and challenging to walk, cycle, wheel or scoot. The survey, which **is open until Sunday 22nd December 2024**, seeks feedback to help pinpoint locations where there are obstacles, such as bollards, that make getting around difficult for people who have restricted mobility and need to use a mobility scooter, or for those pushing prams or riding cargo bikes for example.

Feedback can be provided via [the](https://www.hants.gov.uk/transport/transportchemes/barriers-walking-cycling)

<https://www.hants.gov.uk/transport/transportchemes/barriers-walking-cycling> We want people to tell us where there are:

- Crossing points that are difficult to use because they don't have dropped kerbs and tactile paving
- Dropped kerbs which are not level with the road
- Staggered or chicane barriers
- Bollards placed too closely together
- Pavements made narrow by items such as guard railings, lampposts and signposts
- Misleading or unnecessary cycle signs and where new or additional cycle parking may be needed

Responses to the survey will help the County Council to secure the funding to make improvements to roads and pavements by providing evidence to support applications for Government funding, or in negotiating contributions from developers building new housing developments.

Information gathered through this survey will be key towards the delivery of the County Council's recently adopted Local Transport Plan 4 - which aims to influence and shape the way people travel over the next ten or more years - boosting economic prosperity, reducing carbon pollution, promoting healthy lifestyles and building stronger communities.



Central to the [Local Transport Plan](https://www.hants.gov.uk/transport/localtransportplan-4) - <https://www.hants.gov.uk/transport/localtransportplan-4> are the following two principles, which are intended to guide what the County Council does to improve travel and transport infrastructure for the future:

- To widen the choice of travel options that people can use.
- To provide a transport system that puts people first and creates high quality and prosperous places.



The Plan finds a balance between the movement of vehicles with the needs of people. It sets out frameworks to guide future transport planning and the policies that would be applied to create thriving and attractive places where residents can travel around easily.

Proposed schemes for further development are also included in the plan such as the roll out of electric vehicle charging infrastructure, higher quality bus services in urban areas, better quality cycle facilities, changes to our roads to reduce congestion and improvements to high streets and town centres so they are more accessible and safer for shared use by pedestrians, cyclists as well as those pushing prams and those in wheelchairs.

M27 Junction 10 Improvement Scheme

Hampshire County Council has announced that the M27 Junction 10 improvement scheme is full steam ahead following the completion of formal funding agreements with Buckland Group, the developer of Welborne Garden Village, and Homes England. The construction of the £100m+ upgrade will support the development of Welborne to the north of Fareham, underpinning the delivery of 6,000 new homes, new community amenities, and providing job opportunities for the region. It will deliver a new motorway underpass and three new slip roads to the west of the existing M27 Junction 10. A new dual carriageway will also be built to link the new slip roads to the existing road network.

The County Council is delivering the scheme, working closely with National Highways, and has appointed VolkerFitzpatrick as the contractor. The estimated completion date is late 2026.

Most of the construction work for the scheme will be on land away from the existing public highway to minimise disruption. However, to ensure that key elements of the work can be carried out safely, there will be some temporary impacts for road users. There is currently reduced capacity on the A32 north of the M27 and south of the Knowle roundabout, with one lane open in each direction. This arrangement is expected to stay in place until early 2026



Over the Christmas period in **2025**, a new underpass will be installed under the M27 just west of the existing A32 overbridge. The underpass will be pre-constructed as a concrete box on land next to the M27 and then slid into position using an innovative ‘boxslide’ engineering approach, significantly shortening the construction time and reducing disruption to motorway users. This will require a full closure of the M27 between Junction 9 and 11 over the **2025** Christmas week next year when traffic levels are lower. Closure dates and travel advice will be provided in advance of this important phase of the scheme once the work plans are finalised.

Regular updates about the scheme including travel impacts will be available from Hampshire County Council’s website www.hants.gov.uk/transport/transportchemes/m27junction10 – and through Hampshire County Council’s social media accounts. People can sign up for email updates via these webpages.

Proposed Relocation of The Henry Cort Community College

Hampshire County Council is to open a formal public consultation on Friday, 10th January 2025 seeking views on the proposed relocation of The Henry Cort Community College in Fareham, to a new site in North Whiteley from September 2027. The consultation will be published on Hampshire County Council’s website and will run until Friday, 14 February 2025. No final decision to be taken until June 2025, following local elections.



The proposal to relocate the school comes as forecasts show that the ongoing development of the Whiteley area will result in demand for between 900 and 1,200 secondary school places. A new secondary school in North Whiteley is planned to meet the predicted need for school places across the whole of the Whiteley area, once the new development is complete.

While clearly needed to meet future demand, the planned new school in North Whiteley would also have a significant impact on The Henry Cort Community College in Fareham, which currently takes pupils from across the Whiteley area.

As more families in Whiteley are anticipated to move their children to the new school in North Whiteley from September 2027, it is expected that Henry Cort would see a corresponding reduction in its pupil numbers, and consequently in its funding from Government, which is allocated on a per-pupil basis. This

in turn would lead to a reduced curriculum, staffing recruitment and retention difficulties, an impact on children's educational outcomes, significant financial challenges - and ultimately, an untenable future.

The proposal to relocate Henry Cort to the new site in North Whiteley is considered the most viable option to protect its future while ensuring sufficient school places and a good quality of education and stability for all children across Whiteley and Fareham. If finally agreed, this would not mean that Henry Cort would close but that the school, including its staff and children, would be moved to the new site.

Free Loans

Young musicians across Hampshire are set to benefit from the loan of 1,000 used string instruments by Hampshire Music Service (HMS), the County Council's music education provider and lead organisation for the Hampshire Music Education Hub.

These instruments include a wide range of sizes including child-sized and full-sized violins, violas, cellos, and double basses.

HMS has opened applications for **free long-term loans** of the instruments, following the award of a £600,000 Arts Council capital grant. This will enable HMS to purchase new instruments and resources including specialist adaptive and adaptable instruments for special needs provision for use in schools throughout Hampshire.



Schools, organisations and **individuals** interested in applying for these instruments can do so by visiting Hampshire Music Service Stringed Instrument Opportunity - <https://docs.google.com/forms/d/e/>

Did you Know?

Hampshire County Council offer and host many varied activities for all ages, throughout the year, and at Christmas time. From organised country walks in the Queen Elizabeth Forest, to Christmas Card painting workshops; a magical woodland bear adventure; Christmas Wreath making; Christmas on the Farm, etc. For details visit: <https://www.hants.gov.uk/thingstodo/events?keywords=&page=2>

Community Grants



Don't forget that grant applications for a Councillor grant close at the end of January. 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!*

Help with the Cost of Living

The ongoing struggle with the cost of living poses a significant challenge for many Hampshire residents who are having to make difficult choices regarding their household finances.

Help and support is available from a number of services. This includes warm spaces in libraries to hot school meals and expert advice on reducing heating bills. I encourage everyone in Hampshire to take full advantage of these resources. Visit - <https://www.hants.gov.uk/community/costofliving>

And finally, may I wish everyone



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 26th September 2024 at 7pm.

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

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

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

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

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

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

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

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

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

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

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

CM asked questions – were not residents not to be consulted about the “solent city” option.

5. Reports from District Councillors:

No District Councillors were in attendance.

6. Chairmans’s announcements: None.

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

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

8. Clerk’s update: Noted

9. Finance Committee (Cllr Manuel)

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

9.2. Recommendation to award following grants:

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

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

9.3. Financial Risk Assessment:

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

10. Planning & Highways Committee (Cllr Rappé)

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

10.2. Regulation 19 Local Plan Representation:

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

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

It was agreed to hold a short Full Council meeting on 10th October before the rearranged General Purposes Committee meeting to discuss and agree the representation. **ACTION:** Locum Clerk to write two draft representations, one supporting the Macra site, one support all 100 homes to be placed on the

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

10.3 Conrad Energy Consultation:

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

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

11. Recreation Committee (Cllr N Holladay)

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

11.2. New lighting bollard

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

11.3 Wickham Recreation Pavilion S106:

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

11.4 Mill Lane briefing document:

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

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

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

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

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

Recreation Committee

Chair – Councillor N Holladay

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

CHANGES: Add Cllr Evans and Cllr Sawyers

Planning and Highways Committee

Chair – Councillor Rappé

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

CHANGES: Remove Cllr Chambers

General Purposes Committee

Chair – Councillor Phillips-Lee

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

CHANGES: Remove Cllr Rappé
Add Cllr Evans and Cllr Sawyers

HR Committee

Chair – Councillor Rappé

Members: Councillors: Manuel, N Holladay

CHANGES: Add Cllr Sawyers & Cllr Evans

Open Spaces Committee – deferred

Wickham Water Meadows Committee

Chair – Councillor Manuel

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

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

Policy & Finance Committee

Chair – Councillor Manuel

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

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

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

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

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

The Clerk to work with Cllr Sawyers to arrange the Christmas tree and installation of lights around the Square and tree decoration. Invoices relating to the event will be paid by the Parish Council.

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

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

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

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

17. To receive correspondence/details of meetings attended:

- 17.1** Cllr K Holladay attended a meeting with Cllr Broad and the Locum Clerk regarding installation of a pedestrian crossing at School Road. This item will be discussed at a future meeting of the Planning & Highways Committee.
- 17.2** Cllr K Holladay has also been .
- 17.3** Cllr N Holladay attended an online training course regarding neighbourhood planning and will forward the slides to the Councillors.
- 17.4** Cllr Burt expressed concerns that the smart marketing postcards delivered through letterboxes did not make provision for residents who do not have access to technology to be able to reply to the consultation electronically. Feedback to be passed back to the Planning & Highways Committee.

Meeting closed 9:22pm

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



Wickham and Knowle Parish Council

Minutes of the meeting of the above Council held at Knowle Village Hall, Knowle Avenue, Fareham, PO17 5GR on Thursday 10th October 2024 at 7:02pm.

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

In attendance: District Councillor Chris Chamberlain, 2 members of the public, Parish Clerk Sophie Thorogood, Locum Clerk Tracey Molloy

Prior to the agenda starting, Cllr Manuel gave a brief recap as to why an extra meeting had been called regarding the Winchester City Council (WCC) Regulation 19 Local Plan. The Parish Council was initially allocated 200 homes in Knowle, which WCC confirmed in writing that these homes would count in the Local Plan. WCC changed their mind and the 200 homes would no longer count and an extra 100 homes would have to be allocated within Wickham. The Parish Council objected to this and asked to be consulted. WCC did not consult with the Parish Council and selected 2 sites – 60 homes at the Glebe and 40 homes at Mill Lane. The Parish Council have to submit a representation to the Local Plan consultation.

Options are:

- a) To agree with WCC for the allocation of homes across the 2 sites in Wickham
- b) To support 100 homes all being allocated to the Glebe
- c) To support 100 homes on the Mayles Farm site, which although is in the strategic gap, is being offered with community benefits of Wickham Water Meadows, 40 hectares of open space, a full-size adult grass football pitch and a junior grass football pitch.

1. **Apologies for absence:** Councillor Loraine Rappé, District Councillor Angela Clear, District Councillor Neil Cutler
2. **Declarations of interest:** Cllr Manuel declared an interest in item 4 as the house builders may be customers of his company.
3. **Public Session:** A member of public (MOP) who lives on the south side of Wickham adjacent to the Mayles Farm site, spoke to highlight 4 key points of concern. He had seen sight of the Council's proposed draft reply to the Regulation 19 consultation:
 - The MOP was surprised that the Council is considering supporting the Mayles Farm site and questions whether the Council has a mandate to do so. There is a clear WCC policy on the settlement gap between Wickham and Welborne which predecessors had fought hard to maintain. He had not been able to find the Parish Council's consultation response from May 2022 on the WCC website.
 - The MOP questioned where this site had come from, that no information was contained on the Parish website, and felt that the site was surfacing only 3 days before the end of the consultation period. WCC held a public consultation event at the Wickham Community Centre on 17th September, the Parish Council were not in attendance. He commented that the Parish Council are not being open or transparent and the draft letter contains contentious statements. There is no audit trail that this site received greatest number of resident's support during the last consultation in May 2022.

- There is no mention of the planning application submitted by the developer behind the Mayles Farm site for the new entrance from the site onto the A32 at Hoad's Hill. Both the Parish and County Councils have objected to this planning application.
- The most important point is that any development on the settlement boundary must have community support. The MOP does not feel there is any community support for this site from the May 2022 consultation.

Overall, the MOP the Parish Council should work on a Neighbourhood Plan to identify the most suitable sites, as the next part of the Local Plan does not begin until 2030.

District Cllr Chamberlain spoke to comment that he does not see Cllr Manuel's summary as a fair reflection of the dialogue with WCC. At the Regulation 18 stage it was made clear in writing that there was always an option that WCC would need to come back to re-visit the site options. There has been significant change in Councillors since that original letter. Cllr Chamberlain's understanding is that as part of the Regulation 18 pre-consultation process, WCC Officers had written to the Parish Council and not received a written reply, and meetings had been held with the Parish Councillors about the sites.

Cllr Manuel disagreed with the statement that letters received from WCC have not been replied to. Cllr Manuel is frustrated that the Parish has been allocated 200 homes in Knowle Village, which is within the strategic gap, that are not counting in the Local Plan allocation. If the criteria contained within the Local Plan was used, Knowle should receive no homes as there are no amenities. This is a very emotional topic, and the Council is now left with a difficult dilemma that 100 extra homes will be built in Wickham whether or not the Parish Council supports it.

The Locum Clerk spoke to say that the 6-week Local Plan consultation process has been pushed through during the school summer holidays which left the Parish Council unable to carry out their own consultation. The Parish Council therefore had to use the results of the May 2022 consultation to formulate their response. The representation issues have passed through both Planning Committee and Full Council in September 2024 meetings, with Macra presenting their development to Planning Committee which no members of public attended. Therefore, this site has not suddenly be put forward 3 days before the consultation deadline, the Parish Council has followed proper process and due diligence to reach the stage where the Councillors are sufficiently informed and have the background information to reach their decision.

Cllr Manuel commented that of course the Parish Council would have preferred more time to consult with the Wickham residents but were under pressure to make the decision and submit the representation before the deadline.

The May 2022 consultation was shown on the projector to everyone present which showed that the Mayles Farm site was the preferred site at that point. The ranking was Mayles Farm, the Glebe then Mill Lane as first choice, second choice, third choice. The Parish Council had to use this previous consultation to help formulate their response.

There is no option to request an extension to the consultation deadline.

4. Approve the representation to the WCC Regulation 19 Local Plan consultation:

The options being put forward to the Councillors are as above. There had been a long discussion at the 26th September Full Council meeting regarding the options and Macra

had since given the Parish Council details of the community benefits being offered in writing as had been requested at the last meeting.

Cllr K Holladay expressed concerns that the Parish Council has not been able to consult with the residents. The Locum Clerk replied that the Inspector will not be looking at the finer process details, but instead focusing on testing how sound the proposed Local Plan is.

Cllr N Holladay commented that whilst sympathetic to the MOP's viewpoint, the site being proposed at Mayles Farm is large at 210 hectares and that limited development within the settlement boundary is allowed under a policy NE7 within the Local Plan.

Cllr Chambers commented that when Macra presented to the Parish Council, they stated that they had met with the adjacent residents to the Mayles Farm site and had their support for the development. The MOP confirmed that this was not accurate; the residents had met with Macra but this was some time ago, but had not given their support to the site.

A representative from the Planning Agent attending the meeting linked to Macra replied that the only comment was that they had consulted with the residents, not that they had the resident's support. Information had been provided to the Parish Council including maps and details of the land being offered. The development offers a way to help protect the strategic gap in perpetuity by giving the open space and therefore the control, to the Parish Council.

Cllr Phillips-Lee asked the Planning Agent about the description of a green buffer being offered to the residents along the site to protect their gardens.

- a) *To agree with WCC for the allocation of homes across the 2 sites in Wickham – no votes were made for this option*
- b) *To support 100 homes all being allocated to the Glebe -*
- c) *To support 100 homes on the Mayles Farm site – 7 votes were made.*

RESOLVED: to approve supporting 100 homes on the Mayles Farm site in Wickham, and to delegate to the Locum Clerk to submit the representation confirming this, as proposed by Cllr N Holladay, seconded by Cllr Sawyers, and carried with abstentions from Cllr Manuel, Cllr Burt and Cllr Chambers.

Meeting closed 7:47pm

Signed.....

Date.....

Full Council meeting – 5th December 2024

Agenda Item 9 -

To receive an update from the Clerk

Since the last Full Council meeting, the request for a £25,000 staged payment to Winchester City Council (WCC) for the Wickham Recreation Pavilion project has been made and a decision is awaited by Cabinet.

The WCC Sports pitch consultation response was submitted and Cllr N Holladay and the Clerk met with the consultation company engaged by WCC to carry out site inspections.

The Clerk registered an expression of interest with the Parish domain helper service and is attending an online call to find out more about the grant and services offered on 18th December. Further updates will be brought to a future meeting of the Council in order to make a decision.

The Wickham Christmas Cracker event was very successful and the new tree arrangements worked well, saving money to be used towards the event. Most of the invoices have been paid but an update will be provided as to the total budget spent at a future meeting. Next year, the organisers are aware to submit an earlier application for the funding to pass through Policy & Finance Committee first.

The representations for the Regulation 19 Consultation of the WCC Local Plan were submitted, one for the Council's preferred site as resolved during the 10th October Full Council meeting, another to object to the sports site at Mill Lane as requested by WCC Officers. The Locum Clerk is still liaising with the WCC Officers regarding amending the S106 agreement for the site. The Recreation Committee have been working on a briefing document requested by WCC, should it still be required, if the S106 cannot be changed. The Recreation Committee will also be working on a holding a Consultation with Parish residents in early 2025 regarding the Mill Lane site.

Agenda Item 10.2 -

To receive a recommendation for the budget for 2025/26

Agenda Item 10.3 -

To receive a recommendation for the precept demand for 2025/26

At the Policy & Finance Committee meeting, the 1st draft budget was presented and discussed in detail.

The main points were inclusion of a part time Deputy Clerk and a full time Maintenance Officer role, with accompanying employer's NIC and pension contributions, increased mobile phone and IT costs. In turn, a reduction in the additional grounds maintenance spend. The Grounds Maintenance Contract had been included at the lowest tender price received, but this is subject to the contract being awarded.

The budget also included a transfer to earmarked reserves to increase provision for a replacement play equipment, which is known to be needed at Consort Mews for example.

The Committee reviewed the expenditure budget initially, then reviewed the associated precept demand needed to maintain at least a 25% general reserves to precept ratio, which is the recommended percentage according to JPAG.

The recommendations being brought forward from the Committee were:

- An income budget of £422,596, an expenditure budget of £386,850, creating a surplus of £35,746 towards building up this play area reserve.
- A precept demand of £371,696, this being a 15% increase on a band D precept to £195.50 on a tax base of 1,901.26.

However, since the Committee meeting, the tax base for 2025/26 has been confirmed by WCC to have increased to 1,948.9, an increase of 47.64.

It has also been noted that the Planning Consultants nominal line needs to be increased by £5,000 to £10,000, and a request has been received to increase the Knowle Post contribution from £2,000 due to increased bank charges and printing costs. The Full Council can choose to accept these changes.

Leaving the precept demand at an increase of 15% on the higher tax base figure, the budget is now:

- An income budget of £431,910, an expenditure budget of £392,350, creating a surplus of £39,560.
- A precept demand of £381,010, this being a 15% increase on a band D precept to £195.50 on a tax base of 1,948.90.

During the Full Council meeting, the budget spreadsheet can be shown on the projector and changes made as applicable before the Councillors can vote to approve the final budget figures and final precept demand.

Agenda Item 10.5 -

To receive a recommendation to extend the appointment of Lightatouch as the Council's Internal Auditor for the 2024/25 financial year

Lightatouch were appointed as the Council's Internal Auditor for 2023/24 financial year and carried out a forensic accounting exercise in the period following the resignation of previous Clerk.

Lightatouch are due to retire at the end of 2024/25, so it is recommended to extend the appointment of Lightatouch as the Council's Internal Auditor, so they see the Council through the difficult transition year and completion of outstanding issues found during the forensic accounting exercise and audit of the 2023/24 accounts, and into a smoother year for 2024/25 accounts. The Clerk & RFO will seek quotes for a new Internal Auditor for the 2025/26 financial year and bring to a future meeting of the Policy & Finance Committee for discussion.

Recommendation: to approve the recommendation to extend the appointment of Lightatouch as the Council's Internal Auditor for the 2024/25 financial year.

MODEL FINANCIAL REGULATIONS FOR LOCAL COUNCILS

This Model Financial Regulations template was produced by the National Association of Local Councils (NALC) in April 2024 for the purpose of its member Councils and county associations. Every effort has been made to ensure that the contents of this document are correct at time of publication. NALC cannot accept responsibility for errors, omissions and changes to information subsequent to publication.

Notes to assist in the use of this template:

- 1) This document is a model for Councils of all sizes to use to develop their own financial regulations, suitable for the size of the Council and the activities it undertakes.
- 2) Bold text indicates legal requirements, which a Council cannot change or suspend.
- 3) For the rest, each Council needs to adapt the model to suit its size and structure. For example, some Councils have both a Clerk and RFO, possibly with several more staff, while others have a single employee as Clerk/RFO. Some Councils have Committees, some have a high level of delegation and some make all decisions at Full Council meetings. Many now use online payment methods, but others still rely on cheques.
- 4) Curly brackets indicate words, sentences or sections that can be removed if not applicable, or amended to fit the Council's circumstances. An example of this is the phrase {or duly delegated Committee}, which can be deleted if there are no Committees.
- 5) Specific areas that may need adapting:
 - a) In 1.5 – is the Clerk the RFO?
 - b) In 3.3 and 3.4, the words "Governance and Accountability" do not apply in Wales
 - c) In section 4, does the Council have Committees and how many years are forecast?
 - d) In 5.6, does the Council issue an open invitation to tender, or invite specific firms?
 - e) In 5.9, are online prices acceptable evidence?
 - f) In 5.13, 5.15 and 5.17, does the Council have Committees?
 - g) In 5.16, will a Councillor ever be instructed to place an order?
 - h) In 5.20, is there a minimum level for official orders?
 - i) Section 6 includes several alternatives to cover delegation to Committees or to officers, approval of invoices individually or in batches, or for approval of regular contractual payments at the beginning of the year.
 - j) Sections 7, 8 and 9 also includes several alternatives, including wording for where the Clerk is a signatory. These are intended to allow a Council's financial regulations to fit what they actually do, not to force any Council to change what they do.
 - k) Section 10 gives two alternatives, with or without petty cash.
 - l) 13.6 has alternatives for VAT-registered and unregistered Councils – only use one.
 - m) 13.7 and 13.8 are removable if they don't apply to the Council.

- n) Much of Section 16 can be deleted if not applicable.
 - o) 17.3, is the Clerk the RFO or will the RFO consult the Clerk?
- 6) Square brackets indicate where the Council needs to specify who, or how much, or what the timescale is. For example [£500] might need to be £100, or [October] might need to be November, or [the Council] might need to say the Policy and Resources Committee.
- a) In 4.1 and 4.7, select the wording for England or Wales, based on your location.
 - b) In Section 4, the Council needs to determine the timescale for its budget setting.
- 7) It is challenging to try to offer guidance on setting financial limits. A Council spending £1,000 a year is unlikely to delegate authority to spend £500 to its proper officer, but one spending £5 million a year might regard £5,000 as a reasonable limit. Each Council needs to determine its own limits, that help, rather than hinder, its operations.
- 8) Key limits to set:
- a) In 5.6, at what limit will the Council require a formal tender process to ensure fair competition, rather than just asking for quotes? If this is set too low, it may discourage suppliers. Many small Councils might only use formal tenders once every few years.
 - b) In 5.8, at what limit will the Council require fixed-price quotes rather than estimates?
 - c) In 5.9, at what level can smaller purchases be made without competition?
 - d) In 5.15, at what level can purchases be made under delegated authority (having complied with the rules about obtaining prices)?
 - e) In 5.18, how much can the Clerk commit to spending in an emergency?
 - f) In 6.9, can payment of invoices (for purchases that have already been authorised) be authorised by an officer under delegated authority as a general principle, or only to avoid problems?
 - g) In Section 9, what are the limits for card payments?
 - h) In 16.5, what value of assets can be bought or disposed of, without seeking Council approval?
- 9) The contents list is a table that extracts section headings from the document. It can be updated by clicking on the contents list, whereupon a tab saying "update table" appears at the top of the list.
- 10) Once this model has been tailored to fit the Council's needs, the resulting Financial Regulations (with the insertion of the Council's name at the top) should be adopted at a meeting of the Full Council. The date of adoption should be inserted below the Contents. Any subsequent proposal for amendment should also be made to the Full Council.
- 11) The Council should keep abreast of developments in legislation that affect the local Council sector and should review and update its Financial Regulations annually.
- ~~12)~~ Please ensure that the latest approved version is published on the Council's website.

WICKHAM AND KNOWLE PARISH COUNCIL FINANCIAL REGULATIONS

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These Financial Regulations were adopted by the Council at its meeting held on 5th
December 2024

Formatted: Superscript

1. General

- 1.1. These Financial Regulations govern the financial management of the Council and may only be amended or varied by resolution of the Council. They are one of the Council's governing documents and shall be observed in conjunction with the Council's Standing Orders.
- 1.2. Councillors are expected to follow these regulations and not to entice employees to breach them. Failure to follow these regulations brings the office of Councillor into disrepute.
- 1.3. Wilful breach of these regulations by an employee may result in disciplinary proceedings.
- 1.4. In these Financial Regulations:
 - 'Accounts and Audit Regulations' means the regulations issued under Sections 32, 43(2) and 46 of the Local Audit and Accountability Act 2014, or any superseding legislation, and then in force, unless otherwise specified.
 - "Approve" refers to an online action, allowing an electronic transaction to take place.
 - "Authorise" refers to a decision by the Council, or a Committee or an officer, to allow something to happen.
 - 'Proper practices' means those set out in *The Practitioners' Guide*
 - *Practitioners' Guide* refers to the guide issued by the Joint Panel on Accountability and Governance (JPAG) and published by NALC in England or Governance and Accountability for Local Councils in Wales – A Practitioners Guide jointly published by One Voice Wales and the Society of Local Council Clerks in Wales.
 - 'Must' and **bold text** refer to a statutory obligation the Council cannot change.
 - 'Shall' refers to a non-statutory instruction by the Council to its members and staff.
- 1.5. The Responsible Financial Officer (RFO) holds a statutory office, appointed by the Council. The Clerk has been appointed as RFO and these regulations apply accordingly. The RFO;
 - acts under the policy direction of the Council;
 - administers the Council's financial affairs in accordance with all Acts, Regulations and proper practices;
 - determines on behalf of the Council its accounting records and control systems;
 - ensures the accounting control systems are observed;
 - ensures the accounting records are kept up to date;
 - seeks economy, efficiency and effectiveness in the use of Council resources; and
 - produces financial management information as required by the Council.

1.6. The Council must not delegate any decision regarding:

- setting the final budget or the precept (Council tax requirement);
- the outcome of a review of the effectiveness of its internal controls
- approving accounting statements;
- approving an annual governance statement;
- borrowing;
- declaring eligibility for the General Power of Competence; and
- addressing recommendations from the internal or external auditors

1.7. In addition, the Council shall:

- determine and regularly review the bank mandate for all Council bank accounts;
- authorise any grant or single commitment in excess of [£5,000]; and

2. Risk management and internal control

2.1. The Council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.

2.2. The Clerk shall prepare, for approval by the Policy & Finance Committee, a risk management policy covering all activities of the Council. This policy and consequential risk management arrangements shall be reviewed by the Council at least annually.

2.3. When considering any new activity, the Clerk shall prepare a draft risk assessment including risk management proposals for consideration by the Council.

2.4. At least once a year, the Council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement.

2.5. The accounting control systems determined by the RFO must include measures to:

- ensure that risk is appropriately managed;
- ensure the prompt, accurate recording of financial transactions;
- prevent and detect inaccuracy or fraud; and
- allow the reconstitution of any lost records;
- identify the duties of officers dealing with transactions and
- ensure division of responsibilities.

2.6. At least once in each quarter, and at each financial year end, a member other than the Chair ~~(or a cheque signatory)~~ shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign and date the reconciliations and the original bank statements (or similar document) as evidence

of this. This activity, including any exceptions, shall be reported to and noted by the Council ~~{Finance Committee}~~.

- 2.7. Regular back-up copies shall be made of the records on any Council computer and stored either online or in a separate location from the computer. The Council shall put measures in place to ensure that the ability to access any Council computer is not lost if an employee leaves or is incapacitated for any reason.

3. Accounts and audit

- 3.1. All accounting procedures and financial records of the Council shall be determined by the RFO in accordance with the Accounts and Audit Regulations.
- 3.2. **The accounting records determined by the RFO must be sufficient to explain the Council's transactions and to disclose its financial position with reasonable accuracy at any time. In particular, they must contain:**
- **day-to-day entries of all sums of money received and expended by the Council and the matters to which they relate;**
 - **a record of the assets and liabilities of the Council;**
- 3.3. The accounting records shall be designed to facilitate the efficient preparation of the accounting statements in the Annual Governance and Accountability Return.
- 3.4. The RFO shall complete and certify the annual Accounting Statements of the Council contained in the Annual Governance and Accountability Return in accordance with proper practices, as soon as practicable after the end of the financial year. Having certified the Accounting Statements, the RFO shall submit them (with any related documents) to the Council, within the timescales required by the Accounts and Audit Regulations.
- 3.5. **The Council must ensure that there is an adequate and effective system of internal audit of its accounting records and internal control system in accordance with proper practices.**
- 3.6. **Any officer or member of the Council must make available such documents and records as the internal or external auditor consider necessary for the purpose of the audit** and shall, as directed by the Council, supply the RFO, internal auditor, or external auditor with such information and explanation as the Council considers necessary.
- 3.7. The internal auditor shall be ~~recommended~~appointed by ~~the Policy and Finance Committee and approved by the Council~~ and shall carry out their work to evaluate the effectiveness of the Council's risk management, control and governance processes in accordance with proper practices specified in the Practitioners' Guide.
- 3.8. The Council shall ensure that the internal auditor:
- is competent and independent of the financial operations of the Council;
 - reports to Council in writing, or in person, on a regular basis with a minimum of one written report during each financial year;

- can demonstrate competence, objectivity and independence, free from any actual or perceived conflicts of interest, including those arising from family relationships; and
- has no involvement in the management or control of the Council

3.9. Internal or external auditors may not under any circumstances:

- perform any operational duties for the Council;
- initiate or approve accounting transactions;
- provide financial, legal or other advice including in relation to any future transactions; or
- direct the activities of any Council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

3.10. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as described in The Practitioners Guide.

3.11. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts, including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and documents required by the Local Audit and Accountability Act 2014, or any superseding legislation, and the Accounts and Audit Regulations.

3.12. The RFO shall, without undue delay, bring to the attention of all Councillors any correspondence or report from internal or external auditors.

4. Budget and precept

- 4.1. **Before setting a precept, the Council must calculate its Council tax requirement for each financial year by preparing and approving a budget, in accordance with The Local Government Finance Act 1992 or succeeding legislation.**
- 4.2. Budgets for salaries and wages, including employer contributions shall be reviewed by ~~the HR Committee~~~~[the council]~~ at least annually in October for the following financial year and the final version shall be ~~approved by Full Council evidenced by a hard copy schedule signed by the Clerk and the [Chair of the Council or relevant committee]. (The RFO will inform committees of any salary implications before they consider their draft their budgets.)~~
- 4.3. No later than December each year, the RFO shall prepare a draft budget with detailed estimates of all income and expenditure for the following financial year along with a forecast for the following three financial years, taking account of the lifespan of assets and cost implications of repair or replacement.
- 4.4. Unspent budgets for completed projects shall not be carried forward to a subsequent year. Unspent funds for partially completed projects may only be carried forward (by placing them in an earmarked reserve) with the formal approval of the Full Council.

- 4.5. Each Committee (if any) shall review its draft budget and submit any proposed amendments to the Policy & Finance Committee Council (finance committee) not later than the end of November each year.
- 4.6. The draft budget with any Committee proposals and three-year forecast, including any recommendations for the use or accumulation of reserves, shall be considered by the Policy & Finance (finance committee) Committee and a recommendation made to the Council.
- 4.7. Having considered the proposed budget and three-year forecast, the Council shall determine its Council tax requirement by setting a budget. The Council shall set a precept for this amount no later than the end of January for the ensuing financial year.
- 4.8. **Any member with Council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must disclose at the start of the meeting that Section 106 applies to them.**
- 4.9. The RFO shall **issue the precept to the billing authority no later than the end of February** and supply each member with a copy of the agreed annual budget.
- 4.10. The agreed budget provides a basis for monitoring progress during the year by comparing actual spending and income against what was planned.
- 4.11. Any addition to, or withdrawal from, any earmarked reserve shall be agreed by the Council ~~(or relevant committee)~~.

Commented [ST1]: Not normally allowed to delete items in bold but this is a typing error on the original model regulations that should be deleted

5. Procurement

- 5.1. **Members and officers are responsible for obtaining value for money at all times.** Any officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers.
- ~~5.2. The RFO should verify the lawful nature of any proposed purchase before it is made and in the case of new or infrequent purchases, should ensure that the legal power being used is reported to the meeting at which the order is authorised and also recorded in the minutes.~~
- ~~5.3-5.2.~~ Every contract shall comply with these the Council's Standing Orders and these Financial Regulations and no exceptions shall be made, except in an emergency.
- ~~5.4-5.3.~~ **For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Public Contracts Regulations 2015 or any superseding legislation ("the Legislation"), must be followed in respect of the tendering, award and notification of that contract.**
- ~~5.5-5.4.~~ Where the estimated value is below the Government threshold, the Council shall (with the exception of items listed in paragraph 6.12) obtain prices as follows:

Commented [ST2]: This is removed as the work involved to list every single power behind every single transaction would be onerous - e.g buying some stationery, or cleaning products for KVH, or a replacement padlock for outdoor space

5-6-5.5. For contracts estimated to exceed [~~£960,000~~] including VAT, the Clerk shall seek formal tenders from at least three suppliers agreed by the Council OR advertise an open invitation for tenders in compliance with any relevant provisions of the Legislation. Tenders shall be invited in accordance with Appendix 1.

5-7-5.6. **For contracts estimated to be over £30,000 including VAT, the Council must comply with any requirements of the Legislation¹ regarding the advertising of contract opportunities and the publication of notices about the award of contracts.**

5-8-5.7. For contracts greater than [~~£35,000~~] excluding VAT the Clerk [or RFO] shall seek at least 3 fixed-price quotes;

5-9-5.8. where the value is between [£500] and [~~£53,000~~] excluding VAT, the Clerk shall try to obtain 3 estimates which might include evidence of online prices, or recent prices from regular suppliers.

5-10-5.9. For smaller purchases, the Clerk shall seek to achieve value for money.

5-11-5.10. **Contracts must not be split into smaller lots to avoid compliance with these rules.**

5-12-5.11. The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below:

- i. specialist services, such as legal professionals acting in disputes;
- ii. repairs to, or parts for, existing machinery or equipment;
- iii. works, goods or services that constitute an extension of an existing contract;
- iv. goods or services that are only available from one supplier or are sold at a fixed price.

5-13-5.12. When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason should be set out in a recommendation to the Council or relevant Committee. Avoidance of competition is not a valid reason.

5-14-5.13. The Council shall not be obliged to accept the lowest or any tender, quote or estimate.

5-15-5.14. Individual purchases within an agreed budget for that type of expenditure may be authorised by:

- the Clerk, under delegated authority, for any items below £500 excluding VAT.
- the Clerk, in consultation with the Chair of the Council}, for any items below £2,000 excluding VAT.
- {a duly delegated Committee of the Council for all items of expenditure within their delegated budgets for items under [£5,000] excluding VAT}

¹ The Regulations require Councils to use the Contracts Finder website if they advertise contract opportunities and also to publicise the award of contracts over £30,000 including VAT, regardless of whether they were advertised.

- {in respect of grants, a duly authorised Committee within any limits set by Council and in accordance with any policy statement agreed by the Council.}
- the Council for all items over {£5,000};

Such authorisation must be supported by a minute (in the case of Council or Committee decisions) or other auditable evidence trail.

~~5.16.~~5.15. No individual member, or informal group of members may issue an official order {unless instructed to do so in advance by a resolution of the Council} or make any contract on behalf of the Council.

~~5.17.~~5.16. No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of the Council {or a duly delegated Committee acting within its Terms of Reference} except in an emergency.

~~5.18.~~5.17. In cases of serious risk to the delivery of Council services or to public safety on Council premises, the Clerk may authorise expenditure of up to {£52,000} excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Clerk shall report such action to the Chair as soon as possible and to {the Council} as soon as practicable thereafter.

~~5.19.~~5.18. No expenditure shall be authorised, no contract entered into or tender accepted in relation to any major project, unless {the Council} is satisfied that the necessary funds are available and that where a loan is required, Government borrowing approval has been obtained first.

~~5.20.~~5.19. An official order or letter shall be issued for all work, goods and services {above {£5250} excluding VAT} unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained, along with evidence of receipt of goods.

~~5.21.~~5.20. Any ordering system can be misused and access to them shall be controlled by {the RFO}.

6. Banking and payments

- 6.1. The Council's banking arrangements, including the bank mandate, shall be made by the RFO and authorised by the Council; banking arrangements shall not be delegated to a Committee. The Council has resolved to bank with Lloyds bank. The arrangements shall be reviewed {annually} for security and efficiency.
- 6.2. The Council must have safe and efficient arrangements for making payments, to safeguard against the possibility of fraud or error. Wherever possible, more than one person should be involved in any payment, for example by dual online authorisation or dual cheque signing. Even where a purchase has been authorised, the payment must also be authorised and only authorised payments shall be approved or signed to allow the funds to leave the Council's bank.
- 6.3. All invoices for payment should be examined for arithmetical accuracy, analysed to the appropriate expenditure heading and verified to confirm that the work, goods or services were received, checked and represent expenditure previously authorised by the Council before being certified by {the RFO}. {Where the certification of

- invoices is done as a batch, this shall include a statement by the RFO that all invoices listed have been 'examined, verified and certified' by the RFO.
- 6.4. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of employment) may be summarised to avoid disclosing any personal information.
 - 6.5. ~~Where possible~~All payments shall be made by ~~[online banking/cheque]~~, in accordance with a resolution of the council/Council ~~{or duly delegated Ccommittee}{or a delegated decision by an officer}~~, unless ~~[the council] resolves to use a different payment method.~~
 - 6.6. ~~{For each financial year [the RFO] may draw up a schedule of regular payments due in relation to a continuing contract or obligation (such as Salaries, PAYE, National Insurance, pension contributions, rent, rates, regular maintenance contracts and similar items), which the Council {or a duly delegated committee} may authorise in advance for the year}.~~
 - 6.7. ~~{A copy of this schedule of Rregular payments will be shown on the payments approvals listshall be signed by [two members] on each and every occasion when payment is made—to reduce the risk of duplicate payments.}~~
 - 6.8. ~~{A list of such payments shall be reported to the next appropriate meeting of the Council or Finance Committee} for information only.~~
 - 6.9. The Clerk and RFO shall have delegated authority to authorise payments ~~{only}~~ in the following circumstances:
 - i. ~~{any payments of up to [£500] excluding VAT, within an agreed budget}.~~
 - ii. payments of up to ~~[£2,000]~~ excluding VAT in cases of serious risk to the delivery of ~~council/Council~~ services or to public safety on ~~council/Council~~ premises.
 - iii. any payment necessary to avoid a charge under the Late Payment of Commercial Debts (Interest) Act 1998 ~~{or to comply with contractual terms}~~, where the due date for payment is before the next scheduled meeting of ~~[the Council]~~, where the Clerk and RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of Council ~~{or finance committee}.~~
 - iv. Fund transfers within the Council's banking arrangements up to the sum of ~~[£240,000]~~, provided that a list of such payments shall be submitted to the next appropriate meeting of Council ~~{or finance committee}.~~
 - 6.10. The RFO shall present a schedule of payments requiring authorisation, forming part of the agenda for the meeting, together with the relevant invoices, to the Council ~~{or finance committee}~~. The Council ~~{or Committee}~~ shall review the schedule for compliance and, having satisfied itself, shall authorise payment by resolution. The authorised schedule shall be initialled immediately below the last item by the person chairing the meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of that meeting.

7. Electronic payments

- 7.1. Where internet banking arrangements are made with any bank, the RFO shall be appointed as the Service Administrator. The bank mandate agreed by the Council shall identify a number of Councillors who will be authorised to approve transactions on those accounts and a minimum of two people will be involved in any online approval process. ~~{The Clerk may be an authorised signatory, but no signatory should be involved in approving any payment to themselves.}~~
- 7.2. All authorised signatories shall have access to view the Council's bank accounts online.
- 7.3. No employee or Councillor shall disclose any PIN or password, relevant to the Council or its banking, to anyone not authorised in writing by the Council or a duly delegated Committee.
- 7.4. The Service Administrator shall set up all items due for payment online. A list of payments for approval, together with copies of the relevant invoices, shall be sent ~~[by email]~~ to ~~one[two]~~ authorised signatory~~ies~~.
- 7.5. In the prolonged absence of the Service Administrator, ~~an authorised signatory~~ shall set up any payments due before the return of the Service Administrator.
- 7.6. ~~A~~Two ~~council~~Council ~~lors~~ who ~~is~~ are authorised signatories shall check the payment details against the invoices before approving each payment using the online banking system. This may be retrospective and should change on a regular basis.
- 7.7. Evidence shall be retained showing which members approved the payment online ~~{and a printout of the transaction confirming that the payment has been made shall be appended to the invoice for audit purposes}~~.
- 7.8. A full list of all payments made in a month shall be provided to the next Council meeting and appended to the minutes.
- 7.9. With the approval of the Council in each case, regular payments (such as gas, electricity, telephone, broadband, water, National Non-Domestic Rates, refuse collection, pension contributions and HMRC payments) may be made by variable direct debit, provided that the instructions are signed/approved online by two authorised members. The approval of the use of each variable direct debit shall be reviewed by the Council at least every two years.
- 7.10. Payment may be made by BACS or CHAPS by resolution of the Council provided that each payment is approved online by two authorised bank signatories, evidence is retained and any payments are reported to [the Council] at the next meeting. The approval of the use of BACS or CHAPS shall be renewed by resolution of the Council at least every two years.
- 7.11. If thought appropriate by the Council, regular payments of fixed sums may be made by banker's standing order, provided that the instructions are signed or approved online by two members, evidence of this is retained and any payments are reported to Council when made. The approval of the use of a banker's standing order shall be reviewed by the Council at least every two years.

- 7.12. Account details for suppliers may only be changed upon written notification by the supplier verified by ~~two of~~ the Clerk. This is a potential area for fraud and the individuals involved should ensure that any change is genuine. Data held should be checked with suppliers every two years.
- 7.13. Members and officers shall ensure that any computer used for the Council's financial business has adequate security, with anti-virus, anti-spyware and firewall software installed and regularly updated.
- 7.14. Remembered password facilities other than secure password stores requiring separate identity verification should not be used on any computer used for Council banking.

8. Cheque payments

- 8.1. ~~Cheques or orders for payment in accordance~~ ~~in accordance with a resolution or delegated decision shall be signed by the Clerk and one Councillor~~ ~~two members~~ ~~(and countersigned by the Clerk).~~
- 8.2. A signatory having a family or business relationship with the beneficiary of a payment shall not, under normal circumstances, be a signatory to that payment.
- 8.3. To indicate agreement of the details on the cheque with the counterfoil and the invoice or similar documentation, the signatories shall also initial the cheque counterfoil and invoice.
- 8.4. Cheques or orders for payment shall not normally be presented for signature other than at, or immediately before or after a Council meeting. Any signatures obtained away from Council meetings shall be reported to the Council at the next convenient meeting.

Commented [ST3]: If online payments are Clerk + 1 Cllr approval, should cheques be the same? Or should it be 2 Cllrs to sign?

9. Payment cards

- 9.1. Any Debit Card issued for use will be specifically restricted to the Clerk and will also be restricted to a single transaction maximum value of [£2,500] unless authorised by Council or ~~Policy and Finance~~ ~~finance committee~~ in writing before any order is placed.
- 9.2. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by ~~the Council~~. Transactions and purchases made will be reported to ~~the Council~~ and authority for topping-up shall be at the discretion of ~~the Council~~.
- 9.3. Any corporate credit card or trade card account opened by the Council will be specifically restricted to use by the Clerk ~~(and RFO) (specify other officers)~~ and any balance shall be paid in full each month.
- 9.4. Personal credit or debit cards of members or staff shall not be used ~~(under any circumstances.)~~ OR (except for expenses of up to [£250] including VAT, ~~incurred in accordance with council policy.~~)

10. Petty Cash

- ~~10.1.~~ (The Council will not maintain any form of cash float. All cash received must be banked intact. Any payments made in cash by the Clerk ~~(or RFO)~~ (for example for

postage or minor stationery items) shall be refunded on a regular basis, at least quarterly.) ~~OR (The RFO shall maintain a petty cash float/imprest account of £250 and may provide petty cash to officers for the purpose of defraying operational and other expenses.~~

- ~~a) Vouchers for payments made from petty cash shall be kept, along with receipts to substantiate every payment.~~
- ~~b) Cash income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.~~
- ~~c) 10.1. Payments to maintain the petty cash float shall be shown separately on any schedule of payments presented for approval.)~~

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11. Payment of salaries and allowances

- 11.1. As an employer, the Council must make arrangements to comply with the statutory requirements of PAYE legislation.
- 11.2. Councillors allowances (where paid) are also liable to deduction of tax under PAYE rules and must be taxed correctly before payment.
- 11.3. Salary rates shall be agreed by the Council, or a duly delegated Committee. No changes shall be made to any employee's gross pay, emoluments, or terms and conditions of employment without the prior consent of the Council ~~(or relevant committee).~~
- 11.4. Payment of salaries shall be made, after deduction of tax, national insurance, pension contributions and any similar statutory or discretionary deductions, on the dates stipulated in employment contracts.
- 11.5. Deductions from salary shall be paid to the relevant bodies within the required timescales, provided that each payment is reported, as set out in these regulations above.
- 11.6. Each payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a payroll control account or other separate confidential record, with the total of such payments each calendar month reported in the cashbook. Payroll reports will be reviewed as part of the monthly payment checks by a member of the Policy and Finance ~~(the finance committee)~~ to ensure that the correct payments have been made.
- 11.7. Any termination payments shall be supported by a report to the Council, setting out a clear business case. Termination payments shall only be authorised by the Full Council.
- 11.8. Before employing interim staff, the Council must consider a full business case.

12. Loans and investments

- 12.1. Any application for Government approval to borrow money and subsequent arrangements for a loan must be authorised by the Full Council and recorded in the minutes. All borrowing shall be in the name of the Council, after obtaining any necessary approval.
- 12.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State (such as Hire Purchase, Leasing of tangible assets or loans

to be repaid within the financial year) must be authorised by the Full Council, following a written report on the value for money of the proposed transaction.

- 12.3. The Council shall consider the requirement for an Investment Strategy and Policy in accordance with Statutory Guidance on Local Government Investments, which must be written in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the Council at least annually.
- 12.4. All investment of money under the control of the Council shall be in the name of the Council.
- 12.5. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 12.6. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, shall be made in accordance with these regulations.

13. Income

- 13.1. The collection of all sums due to the Council shall be the responsibility of and under the supervision of the RFO.
- 13.2. The ~~Recreation Committee~~council will review all fees and charges for work done, services provided, or goods sold at least annually as part of the budget-setting process, following a report of the Clerk. ~~[The RFO]~~ shall be responsible for the collection of all amounts due to the Council.
- 13.3. Any sums found to be irrecoverable and any bad debts shall be reported to the Council by the RFO and shall be written off in the year. The Council's approval shall be shown in the accounting records.
- 13.4. All sums received on behalf of the Council shall be deposited intact with the Council's bankers, with such frequency as the RFO considers necessary. The origin of each receipt shall clearly be recorded on the paying-in slip or other record.
- 13.5. Personal cheques shall not be cashed out of money held on behalf of the Council.
- 13.6. ~~{The RFO shall ensure that VAT is correctly recorded in the Council's accounting software and that any VAT Return required is submitted from the software by the due date}. OR {Any repayment claim under section 33 of the VAT Act 1994 shall be made {quarterly where the claim exceeds [£100] and} at least annually at the end of the financial year.}~~
- 13.7. ~~{Where significant sums of cash are regularly received by the council, the RFO shall ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control record such as ticket issues, and that appropriate care is taken for the security and safety of individuals banking such cash.}~~
- ~~13.8.~~13.7. ~~{Any income that is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the Council (to meet expenditure already incurred by the~~

authority) will be given by the Managing Trustees of the charity meeting separately from any Council meeting.

14. Payments under contracts for building or other construction works

- 14.1. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments, which shall be made within the time specified in the contract based on signed certificates from the architect or other consultant engaged to supervise the works.
- 14.2. Any variation of, addition to or omission from a contract must be authorised by the Clerk to the contractor in writing, with the Council being informed where the final cost is likely to exceed the contract sum by 5% or more, or likely to exceed the budget available.

15. Stores and equipment

- 15.1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section
- 15.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.
- 15.3. Stocks shall be kept at the minimum levels consistent with operational requirements.
- 15.4. The RFO shall be responsible for periodic checks of stocks and stores, at least annually.

16. Assets, properties and estates

- 16.1. The Clerk shall make arrangements for the safe custody of all title deeds and Land Registry Certificates of properties held by the Council.
 - 16.2. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date, with a record of all properties held by the Council, their location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held, in accordance with Accounts and Audit Regulations.
 - 16.3. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.
 - 16.4. No interest in land shall be purchased or otherwise acquired, sold, leased or otherwise disposed of without the authority of the Council, together with any other consents required by law. In each case a written report shall be provided to Council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate where required by law).
- No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the Council, together with

any other consents required by law, except where the estimated value of any one item does not exceed £500. In each case a written report shall be provided to Council with a full business case.

17. Insurance

- 17.1. The RFO shall keep a record of all insurances effected by the Council and the property and risks covered, reviewing these annually before the renewal date in conjunction with the Council's review of risk management.
- 17.2. The Clerk shall give prompt notification of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.
- 17.3. The RFO shall be notified of any loss, liability, damage or event likely to lead to a claim, and shall report these to the Council at the next available meeting. The RFO shall negotiate all claims on the Council's insurers ~~{in consultation with the Clerk}~~.
- 17.4. All appropriate members and employees of the Council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined [annually] by the Council, or duly delegated Committee.

18. Charities

- 18.1. Where the Council is sole managing trustee of a charitable body the Clerk and RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Clerk and RFO shall arrange for any audit or independent examination as may be required by Charity Law or any Governing Document.]

19. Suspension and revision of Financial Regulations

- 19.1. The Council shall review these Financial Regulations annually and following any change of Clerk or RFO. The Clerk shall monitor changes in legislation or proper practices and advise the Council of any need to amend these Financial Regulations.
- 19.2. The Council may, by resolution duly notified prior to the relevant meeting of Council, suspend any part of these Financial Regulations, provided that reasons for the suspension are recorded and that an assessment of the risks arising has been presented to all members. Suspension does not disapply any legislation or permit the Council to act unlawfully.
- 19.3. The Council may temporarily amend these Financial Regulations by a duly notified resolution, to cope with periods of absence, local government reorganisation, national restrictions or other exceptional circumstances.

Appendix 1 - Tender process

- 1) Any invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases.
- 2) The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post, unless an electronic tendering process has been agreed by the Council.
- 3) Where a postal process is used, each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of Council.
- 4) Where an electronic tendering process is used, the Council shall use a specific email address that will be monitored to ensure that nobody accesses any tender before the expiry of the deadline for submission.
- 5) Any invitation to tender issued under this regulation shall be subject to Standing Order [18d](#) and shall refer to the terms of the Bribery Act 2010.
- 6) Where the Council, or duly delegated Committee, does not accept any tender, quote or estimate, the work is not allocated and the Council requires further pricing, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.

Agenda Item 10.6 -

To approve the recommendation to accept a quote for moving the Wickham Recreation Pavilion project to RIBA stage 4

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

To move the Pavilion Project to stage 4, a further £11,300 is required for stages 4A, 4B and 4C.

This total is £15,850 which will initially be covered by the Wickham CIL earmarked reserve and will be re-imbursed when the S106 funding from WCC begins to be released in stages, as previously approved by Full Council

Recommendation: To approve the recommendation to accept a quote of £11,300 to move the Wickham Recreation Pavilion project to RIBA stage 4

Agenda Item 10.7 -

To approve the recommendation to approve submission of the Wickham Recreation Pavilion project for planning permission

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

Approval is required for the following:

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

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

Recommendation: To approve the recommendation to approve submission of the Wickham Recreation Pavilion project for planning permission and approve all associated planning submission costs

Agenda Item 10.8 -

To approve the recommendation to accept a quote for moving the Knowle Village Hall extension project to RIBA stage 4

The original quote from Axis was for £4,550 for RIBA stages 1-3, which has been fully invoiced. Planning Permission has been granted.

To move the Pavilion Project to stage 4, a further £12,810 is required for stages 4A, 4B and 4C.

Approval is required for the following:

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

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

Agenda Item 10.9 -

To receive a recommendation to add Victoria Glenister to the Lloyds Bank Mandate as a viewer

Now that the new bank mandate with Lloyds is in place, it would be beneficial for the Business Manager to have viewer access to the Lloyds accounts in order to be able to check receipts of invoices relating to Knowle Village Hall and sports bookings.

Recommendation: To approve a recommendation to add Victoria Glenister to the Lloyds Bank Mandate as a viewer

Agenda Item 10.10 -

To approve a quote to instruct Ely Langley Grieg to carry out a market appraisal of the Boston's Barbers

At the last Wickham Water Meadows Committee meeting, it was discovered that the Boston's Barbers building is registered with Land Registry as belonging to the Parish Council, not to the Water Meadows Charity as previously thought. It is therefore for the Parish Council to review the rent and not the Charity. Cllr Manuel and the Clerk met with the current tenants in November to discuss the plans to instruct an independent firm to carry out a market appraisal of the current rent.

Recommendation: To approve a quote of £675 for Ely Langley Grieg to carry out a market appraisal of the Boston's Barbers, and for the details and rent review to be discussed by the Policy & Finance Committee

Agenda Item 12.2 -

To approve a recommendation to appoint a contractor to carry out tree work to Knowle Village Green

At the October Recreation Committee meeting, 3 quotes for tree work were considered.

Quote 1 - £4,600 + VAT

Quote 2 - £4,180 + VAT

Quote 3 - £6,750 + VAT

Recommendation: To approve a recommendation to accept quote 2 at £4,180 from JN Tree Care Ltd to carry out tree work to Knowle Village Green

Agenda Item 12.3 -

To approve a recommendation to approve a quote for sanding and resealing the Knowle Village Hall sports floor

The Business Manager has received several complaints about the quality of the floor from the hirers. Advice was sought about maintenance that could be carried out. It was discovered that the floor should be being maintained every 3 years and the work has not been carried out for 9 years. The quote was from a specialist flooring company.

Cllrs expressed concern that only 1 quote has been sought and the loss of income from closing the hall for a week. However the company are highly recommended, it is a specialist service they provide, and they are the company who carried out the maintenance 9 years ago.

The Business Manager is building a health and safety file for KVH for better supervision of the regular maintenance tasks needed around the hall.

Recommendation: To approve a recommendation to accept a quote of £4,800 from RG Floor Services to sand and reseal the Knowle Village Hall sports floor.

Agenda Item 12.4 -

To approve a recommendation to approve a quote for cleaning the extractor fan in Knowle Village Hall kitchen

A Fire Risk Assessment was carried out at Knowle Village Hall in September 2024. It highlights a number of areas the Council needed to improve. Most of the tasks have now been completed under supervision through the Recreation Committee. One of the final actions outstanding was cleaning of the extractor fan in the kitchen.

The Business Manager found 2 companies willing to quote. The Recreation Committee reviewed the quotes and recommended their preferred contractor.

Again, this regular cleaning will be added to the health and safety file for KVH scheduling maintenance tasks.

Quote 1 - £549 ex VAT

Quote 2 - £450 ex VAT

Recommendation: To approve a recommendation to accept a quote of £450 from Phoenix Cleaning Company to clean the extractor fan in the Knowle Village Hall kitchen.

Agenda Item 13.2 -

To approve a recommendation to apply for a licence to maintain the Shell roundabout in Wickham

County Councillor Stallard has looked into the possibility of the Parish Council adopting the Shell roundabout in Wickham. The answer sadly has been that adoption is not possible, however, the Council could apply for a licence to maintain it instead.

<https://www.hants.gov.uk/transport/licencesandpermits/planting>

The licence costs £209.50 for 3 years. The Council had been contacted by a will/estate planning company wanting to sponsor the roundabout as they do similar in Denmead. The GP Committee felt that it would be preferable to ask for a local nursery/garden centre to become a joint sponsor of the roundabout instead. The Clerk is still looking into this; Park Place have confirmed they are too busy at present to help the Council with this project.

If planting is required, the details of seeds need to be submitted as part of the licence application. It has been noted that Wickham Village in Bloom are keen to be involved in the project if the Council would like volunteers to help. Otherwise, it can also be left as a Parish Council project.

Following the Full Council meeting on 26th September, where Cllr Stallard confirmed that the Parish Council are NOT able to cut the overgrown grass and weeds without this licence, Cllr Stallard had asked the Clerk to report the overgrown grass through the HCC portal. The Clerk will continue to do this until such time as HCC grant permission for the maintenance licence.

Recommendation: To approve the recommendation for the Parish Council to apply for a licence to maintain the Shell Roundabout

Agenda Item 13.3 -

To approve a recommendation to adopt the red telephone box in Wickham Square and delegate to the Clerk and Cllr K Holladay to sign the associated documents

Cllr K Holladay has been leading this project and received confirmation in October from BT that they are ready to issue a contract for the Parish Council to adopt the red telephone box for £1.

WCC have given permission for the Parish Council to adopt the telephone box on their land and have requested they are kept informed as to the progress of the adoption.

Once the payment of £1 is made, BT will decommission the telephone inside the box, and the Parish Council will become responsible for maintenance and upkeep of the box including the electricity.

The GP Committee recommended that the Parish Council should move forward with adopting the red telephone box. The telephone box will need to be added to the Council's asset register and insurance schedule. The Council will also need to investigate options for the work needed to bring the telephone box into a better state of repair and decide its use.

The Clerk has already heard from Wickham Men's Shed that they would be willing to work with the Council to create new shelving if so desired. The handyman who has been carrying out some work for the Council has also renovated an old red telephone box for another Parish.

The Committee felt that as there is already a defibrillator in Station Road, plus another one at in the Square, the telephone box would be best suited to become a book and game exchange, option to have some tourist leaflets.

Recommendation: To approve the recommendation for the Parish Council to adopt the red telephone box in Wickham Square and delegate to the Clerk and Cllr K Holladay to sign the associated documents

AGREEMENT FOR THE SALE AND PURCHASE OF TELEPHONE KIOSK(S) TO A LOCAL AUTHORITY IN ENGLAND OR WALES

This agreement is made this day of 2024

Background

The Buyer wishes to buy the Goods from the Seller and the Seller has agreed to sell the Goods to the Buyer upon the terms and conditions set out in this agreement.

1 Definitions

In this agreement, unless the context requires otherwise:

'the Purpose' means []

'Buyer' means **Wickham and Knowle Parish Council**

'Conditions' means the terms and conditions of sale set out in this agreement.

'Decommissioning' means (i) the disconnection of the Goods from the Seller's telecommunications network and (ii) the removal of the payphone, ancillary equipment and wiring from within the kiosk. 'Decommission', 'Decommissioning' and 'Decommissioned' shall be construed accordingly.

'Goods' means the telephone kiosk or kiosks as more fully described in the schedule to this agreement, which the Buyer agrees to buy from the Seller but excluding any telephony and ancillary apparatus.

'IP Rights' means all intellectual property rights in any part of the world, including but not limited to patents, copyright, design rights, trade marks, database rights, registered design rights and community design rights and shall include pending applications for any intellectual property rights.

'Notice to Complete' means a notice in writing by the Seller to the Buyer stating that in the Seller's reasonable opinion the Goods have been satisfactorily Decommissioned and are ready for delivery to the Buyer.

11/07/2023 RG

"Ofcom"	means the regulatory body whose duties are set out in the Communications Act 2003 and includes any replacement body or entity under equivalent or replacement legislation.
"Planning Acts"	means any relevant planning legislation in force at the date of this agreement including the Town and Country Planning Act 1990, the Planning (Listed Buildings and Conservation Areas) Act 1990 and the Town and Country Planning (General Permitted Development) Order (England) 2015 (and similar regulations in other regions), and any statutory replacement or modification of any of them.
'Price'	means the price for the Goods excluding any carriage, packing and insurance.
'Seller'	means British Telecommunications plc (company registration number 1800000 whose registered office is at One Braham, Braham Street, London, E1 8EE).
'Universal Service Obligation'	means the obligations imposed upon BT by Ofcom in accordance with the EU Universal Services Directive.

2 Conditions applicable

- 2.1 These Conditions shall apply to this agreement to the exclusion of all other terms and conditions.
- 2.2 Any order for Goods shall be deemed to be an offer by the Buyer to purchase Goods pursuant to these Conditions.
- 2.3 Any variation to these Conditions (including any special terms and conditions agreed between the parties) shall be inapplicable unless agreed in writing by the Seller.
- 2.4 Where appropriate this agreement is entered into following written confirmation from the Buyer that an application for planning consent has been submitted for the Purpose.

3 Agreement, price and payment

- 3.1 The Seller shall sell to the Buyer the Goods and the Buyer shall purchase the Goods.
- 3.2 The Price shall be ONE POUND (£1.00) inclusive of VAT which shall be payable on the date of this agreement.
- 3.3 The Seller agrees that following the date of this agreement it shall Decommission the Goods.
- 3.4 The Seller shall be under no obligation to the Buyer to re-site, re-position, restore or repair the Goods. The Buyer acknowledges that it purchases the Goods in no better condition than they are at today's date, or than described in the schedule hereto.

11/07/2023 RG

- 3.5 For the avoidance of doubt the Seller is not selling the land beneath the Kiosk or any interest in it, nor shall the Buyer acquire that land or any interest in it under this agreement.

4. Decommissioning, delivery and acceptance

- 4.1 The Seller shall serve the Notice to Complete on the Buyer on or before the completion of the Decommissioning works in respect of the Goods
- 4.2 Delivery of the Goods shall be deemed to have taken place five working days after the day upon which the Seller sends the Notice to Complete to the Buyer. No further intimation is required.
- 4.3 The Buyer shall make all necessary arrangements to take delivery of the Goods following receipt of the Notice to Complete.
- 4.4 The Buyer shall be deemed to have accepted the Goods upon delivery.
- 4.5 After acceptance the Buyer shall not be entitled to reject the Goods due to their physical condition or due to any financial or statutory obligations (whether foreseen or not) imposed upon the Buyer as a result of this agreement or otherwise related to the Goods.
- 4.6 The Seller shall not be liable to the Buyer for late delivery of the Goods.

5 Post acceptance obligations

- 5.1 The Buyer shall own the Goods following acceptance and shall be responsible for all maintenance and repair of the Goods, which it shall do in accordance with:
- 5.1.1 Any industry or statutory guidelines and regulations relevant to the Goods in circulation or in force from time to time.
- 5.1.2 Any requirements, directions, rules or recommendations of Ofcom.
- 5.1.3 The Planning Acts.
- 5.1.4 Any planning consents relating to the Goods so far as they remain applicable.
- 5.1.5 Where the Buyer is a Registered Charity or Charitable Organisation, the Seller retains the right to re-claim ownership of the Goods if the Buyer loses its charitable status.
- 5.1.6 If planning for the Purpose is not granted within 12 months of the date of this agreement, the Buyer and Seller shall agree an extension of time of no more than 12 months to enable the Buyer to prepare and submit an appeal to the Department of Environment. In the event that the planning approval is not granted following submission of an appeal, or the expiry of time allowed to make an appeal without an appeal being made, then the Buyer shall at its own cost and expense:

- (i) In the case of listed Goods:

- a. Clean, lock and maintain the goods in accordance with the requirements of this paragraph 5; or
- b. Apply to de-list the Goods

- (ii) In the case of non-listed Goods arrange for permanent removal of them at their own cost

5.2 The Buyer acknowledges that the Goods may have been painted with paint containing lead and accepts the health and safety risks which may be associated with its removal or maintenance. The Buyer also acknowledges that leaden paint may require specific maintenance procedures.

5.3 (a) Without affecting clause 6.3, the Buyer acknowledges that the kiosk may have a Class I light fitting and fuse spur(s) which do not meet current IP (ingress protection) rating requirements of BS7671 regulations for exterior electrical fittings. The Buyer accepts any health and safety risk with their ongoing use. The Buyer waives any claim against the Seller in respect of such matters. The Buyer also acknowledges that an upgrade to the light fitting and fuse spur(s) may be required which will be the sole responsibility of the Buyer. The Buyer may want to obtain an assessment from a qualified electrician.

(b) The Buyer agrees that the Goods are not intended to be used in any way by any person in the course of or in relation to their work. However, it agrees that, should a person at work do anything in relation to the Goods, it will take steps sufficient to ensure, so far as is reasonably practicable, that the Goods will be safe and without risks to health at all such times when it is being set, used, cleaned or maintained or otherwise interacted with by a person at work. In particular, the Buyer will ensure:

- (i) that the light is upgraded to a luminaire meeting Class 2 with IP rating of IP54 (or better).
- (ii) that the electrical supply housing is upgraded by replacing the spur units with IP66 type (or better).

The Buyer will employ an NICEIC registered electrician to review the installation, for the use it intends for the adopted kiosk, and carry out any required works in accordance with the then applicable regulations and standards.

The Buyer shall employ an NICEIC registered electrician to review the Goods for the use the Buyer intends, and for any required works. In addition, the Buyer will employ an NICEIC registered electrician for regular inspection and testing.

5.4 The Buyer shall indemnify the Seller in respect of any loss or damage it suffers in respect of any act or omission on the part of the Buyer or persons or entities authorised by it under or in relation to the matters referred to in sub-paragraphs 5.1, 5.2 and 5.3 or in respect of any claim by a third party in respect of such matters.

- 5.5(i) The Seller shall be under no obligation to the Buyer to maintain, repaint, repair or manage the Goods nor shall it be under any obligation to the Buyer to maintain or provide Call Box Services (as defined in the Universal Service Obligations) or telephony services from the Goods SAVE that where the Buyer has requested the Seller, and the Seller has agreed, to supply electricity then the Seller shall supply that electricity (at the Seller's cost) to the REC (regional electricity company) fusebox sufficient for the operation of an 8 watt lightbulb or similar. The Seller may discontinue to provide that supply (and payment) of electricity at any time by giving the Buyer notice in writing.
- 5.5(ii) The Buyer is not permitted to connect any equipment to the power supply provided by the Seller without first obtaining the Seller's written agreement.
- 5.5(iii) If written permission is given by the Seller to the Buyer, in accordance with paragraph 5.5(ii) to connect defibrillator equipment to the electricity supply, the equipment, must meet all appropriate safety standards as amended from time to time including, but not limited to, the requirements as set out at paragraph (a)-(d) below.

The Defibrillator Cabinet must be:

- (a) Class 2 IP rating 54;
- (b) Compliant to BS7671-416/417 in its construction;
- (c) Manufactured by a ISO 9001/2 certified manufacturer;
- (d) Protected by an RCD

- 5.5(iv) The Seller does not actively monitor the electricity supply to the Goods. Responsibility for ensuring a continuous electricity supply required to power any equipment installed within the Goods remains with the Buyer at all times.
- 5.5(v) The Buyer shall remain, at all times, responsible for the monitoring, maintenance and repair of any equipment installed within the Goods.
- 5.5(vi) The Buyer indemnifies the Seller in respect of all damages or losses which the Seller may incur, or any third party claims received by the Seller as a result of any breach by the Buyer of its obligations as set out in this paragraph 5.

5.6 From acceptance of the Goods the Buyer shall:

- 5.6.1 At all times display a sign in or on the Goods (clearly visible to anyone viewing or inspecting the Goods) that the Goods are the responsibility of the Buyer, do not contain a Seller payphone and are not connected to the Seller's electronic communications network.
- 5.6.2 Take reasonable steps to inform the local public in the region or city in which the goods are situated that the payphone, ancillary equipment and wiring has been removed and that the Goods are the responsibility of the Buyer.
- 5.6.3 Apply to the relevant authority or authorities for all necessary consents, licences, waivers, restrictions or determinations (if any) required for the Goods (including but not limited to consents granted under the Planning Acts and consents and licences under the Communications Act 2003 and any statutory replacement or modification thereof) and shall fully and without delay comply with any conditions or recommendations imposed by them made in respect of the Goods.
- 5.6.4 Not sell, lease or license the Goods to a competitor to the Seller nor permit a competitor to install electronic communications apparatus (as defined in the Electronic Communications Code, in Schedule 3A of the Communications Act 2003 as amended from time to time) within the Goods and itself (as the Buyer) shall not install, provide or operate any form of electronic communications apparatus within the Goods.
- 5.6.5 Release the Seller, insofar as it can do, from any obligation under the Town and Country Planning (Permitted Development) Order 1995 in respect of the Goods.
- 5.6.6 Notify the emergency services that the Goods are no longer owned or maintained by the Seller and are now the property and responsibility of the Buyer.
- 5.6.7 Indemnify the Seller in respect of any damages or losses which the Seller may incur as a result of any breach of the Buyer's obligations in this sub-paragraph 5.6 and in respect of any obligations imposed upon the Buyer under the Highways Act 1980 and the New Roads and Street Works Act 1991 in respect of the Goods.
- 5.7 The Buyer waives any rights it may have against the Seller in respect of the Goods under the Communications Act 2003.
- 5.8 The Seller reserves the right and the Buyer grants such right, at any time from the date of acceptance of the Goods by the Buyer, to enter into or onto the Goods and any neighbouring land of the Buyer (but only to the extent necessary) to undertake works or to procure the undertaking of works to disconnect or cap-off the electricity supply to the Goods described above in paragraph 5.4, at the cost of the Seller and making good any damage caused to the Goods and the Buyer's neighbouring land as aforesaid to the reasonable satisfaction of the Buyer.
- 5.9 Not connect any equipment to the electricity supply referred to in Clause 5.4 without the express written agreement of the Seller.

6 Warranties and liability

- 6.1 All warranties, conditions or terms relating to fitness for purpose, quality or condition of the Goods, whether express or implied by statute or common law or otherwise are excluded to the fullest extent permitted by law.
- 6.2 The Buyer acknowledges that the Seller is not in the business of selling the Goods and the Buyer will assume full responsibility to ensure compliance with any English Heritage requirements from the date of transfer of the goods.
- 6.3 The Seller makes no representations to the Buyer as to the Goods' quality, state of repair, safety, performance and fitness for purpose nor as to any apparent or latent defects. The Buyer shall take the Goods subject to any such defects and dilapidations (if any).
- 6.4 The Buyer agrees to the Decommissioning and, insofar as it is able, relieves the Seller of its obligations under Ofcom's Universal Services Obligations in respect of the Goods. The Buyer agrees not to object to Ofcom or any tier of local government to the Decommissioning of the Goods.
- 6.5 The Seller may supply the Buyer with a kiosk maintenance manual or other documents. Any recommendations or guidance therein shall not form warranties nor obligations of any nature upon the Seller.

7 Title and risk

- 7.1 Title shall pass on delivery of the Goods.
- 7.2 Risk shall pass on delivery of the Goods.

8 Limitation of Liability

- 8.1 When the Buyer accepts the Goods then the Seller shall have no liability whatsoever to the Buyer in respect of those Goods.
- 8.2 The Seller shall not be liable to the Buyer for late delivery of the Goods.
- 8.3 Except in respect of death any personal injury resulting from a negligent act or omission on the part of the Seller or anyone authorised by it, the Seller's liability to the Buyer for tortious and contractual damages shall not exceed the Price. The Buyer shall at all times use its best endeavours to minimise and mitigate its losses.
- 8.4 The Seller shall not be liable to the Buyer for any economic loss suffered by the Buyer as a result of it entering into this agreement.
- 8.5 The Buyer acknowledges that it has taken or has considered taking legal advice from a solicitor or counsel before entering into this agreement.

11/07/2023 RG

9 Intellectual property

No assignment or licensing of any IP Right is granted or made under this agreement.

10 General

- 10.1 This contract is subject to the law of England and Wales and the non-exclusive jurisdiction of the courts of England and Wales.
- 10.2 The invalidity or unenforceability of any provision in this agreement, for whatever reason, shall not prejudice or affect the validity or enforceability of its other provisions.
- 10.3 The headings of this agreement are for reference only. No delay, neglect, forbearance by either party in enforcing any provision in this agreement shall be deemed to be a waiver or compromise of any right or rights unless made in writing.
- 10.4 In relation to the Goods, this agreement constitutes the entire agreement between the parties.
- 10.5 A person who is not a party to this agreement may not enforce any of its terms under the Contracts (Rights of Third Parties) Act 1999.
- 10.6 The Buyer shall not, disclose the existence of the Agreement in any journal magazine or publication or any other publicly available media or otherwise use the Seller's name or logos (including any trade marks) in any of its advertising or publicity material without the seller's prior written consent, which may be withheld or given in the Seller's absolute discretion.

SCHEDULE

THE GOODS – Specification and Description

01329832351

O/S Renaissance Restaurant

The Square

Wickham

Fareham

PO17 5JT

Signed by [] for and on behalf of

BRITISH TELECOMMUNICATIONS plc

Signature

.....
Position (director/company
secretary/manager/attor-
ney/agent).

*If signing as agent or under a power
of attorney, please attach a copy of
the document giving authority.*

Signed by [] for and on behalf of

WICKHAM AND KNOWLE PARISH COUNCIL

Signature

.....
Position (director/company
secretary/manager/attor-
ney/agent).

*If signing as agent or under a power
of attorney, please attach a copy of
the document giving authority.*

Agenda Item 13.4 -

To approve a recommendation to purchase and install one new noticeboard in Mayles Lane, Knowle

The GP Committee considered 3 options for a replacement noticeboard in Mayles Lane. The current noticeboard situated there is in poor condition.

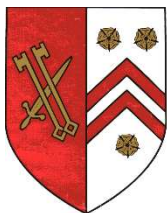
Option 1 – Fitzpatrick Woolmer £1,857 with headerboard £274

Option 2 – Greenbarnes £1,736, with headerboard £251

Option 3 – Parish Noticeboards £1,890, headerboard included.

These are all 2 door wooden noticeboards to fit 8 x A4 sheets of paper. The costs do not include delivery or installation, but this initial recommendation is to place an order for manufacturing of a noticeboard. The Clerk to research delivery & installation costs to be brought to next GP Committee for approval.

Recommendation: To approve the recommendation to purchase one new noticeboard in Mayles Lane, Knowle from Parish Noticeboards at a cost of £1,890.



Wickham and Knowle Parish Council

Parish Office, Knowle Village Hall, Knowle, Fareham, PO17 5GR

www.wickhamparishcouncil.org

Telephone: 01329 553254 or 07770 246293 Email: clerk@wickhamparishcouncil.org

Parish Clerk: Sophie Thorogood

Terms of Reference – Water Meadows Committee

Summary of Revisions Made	Version	Date
Reviewed by Water Meadows Committee	1.0	14/10/2024
Adopted by Full Council		

1. The Water Meadows Committee is constituted as a Standing Committee of the Parish Council in the Council's role of First, and Corporate, Trustee (The Trustee) of the Wickham Water Meadows Millennium Green Trust (The Trust).
2. The Committee's composition shall be the Chairperson or Vice- Chairperson of the Parish Council (who will be the Committee's Chairperson) and 3 Council members, as voting members, with 2 members constituting a quorum. The Committee may also invite non-members (having special relevant knowledge or expertise) to attend meetings who, if formally co-opted, shall have voting rights in accordance with the Local Government and Housing Act 1989 Section 13 and Statutory Instrument 1990 No 2476.
3. The Committee may appoint sub-committees to investigate and report back to the main Committee.
4. Minutes of all meetings are to be kept and forwarded to the Parish Clerk for circulation.
5. Wherever possible, all correspondence shall be conducted through The Trust's Project Manager, if appointed, or through the Clerk to the Council.
6. The Committee will ensure compliance with all Health and Safety Regulations for all Council employees and property.
7. The Committee shall be responsible for:-
 - a. the day-to-day management of the Trust in accordance with The Trust policies approved by the Trustee
 - b. the execution of plans for the future development of The Trust's property approved by the Trustee
8. The Committee is authorised to commit Parish Council Funds to a limit of £500 (five hundred pounds) only if this amount has been provided for in the annual Precept, and The Trust funds to a limit of £2,000 (two thousand pounds) without formal approval of the Trustee.

Agenda Item 14.2 -

To approve a recommendation to appoint a contractor to carry out the fencing repairs at the Water Meadows

The Wickham Water Meadows Committee met for the first time in nearly 2 years in October 2024. The Committee went out to tender in July 2022 for some new fencing to the side stream, having applied for a grant of £5,000 from Portsmouth Water for the work.

3 tenders were received, and the preferred contractor, Aquascience, was chosen for a contract price of £6,180 ex VAT.

85% of the grant, £4,250, was paid upfront into the Parish Council's bank account on 9th February 2022 but was not put into an earmarked reserve at the time. The remaining 15% grant can only be paid upon completion of the project. Portsmouth Water operate on a 5-yr grant cycle which ends on 31st March 2025, and are chasing the Council for an update as part of the grant conditions.

In the resignation of the old Clerk and the handover period from locum to new permanent Clerk, this project was not progressed. Aquascience have confirmed they will honour the initial price of £6,180, however they required a water vole survey to be carried out. The issue being the survey could only be carried out during the breeding season, whilst the fencing work could only be completed once the breeding season was over. There was a chance the Council would have to wait a whole year's cycle before the project could be completed.

Mark Ashton, in capacity of a previous Parish Councillor with a keen interest in seeing this project completed, has helped facilitate contact with South Downs National Park who agreed to pay for a water vole survey by means of a grant, to establish where the burrows currently are. This survey was carried out in mid-November and the report has been received. Aquascience are now happy to proceed with the work before the breeding season begins again in Spring.

Recommendation: The Full Council is requested to approve the quote of £6,180 for the fencing work. £5,000 would be funded by the grant, the remaining £1,180 would have to be funded via the current Water Meadows bank balance.

Wickham and Knowle Parish Council Community Grant Application Form

1. Your organisation	
Name of organisation	Knowle Residents' Association
Contact name	Wendy Greenish
Position in organisation	Secretary
Address for correspondence	[REDACTED]
Tel No.	[REDACTED]
Email address	[REDACTED]
2. Details of organisation	
Brief description of your organisations aims	To involve residents, and when necessary, to liaise, consult and make representation with appropriate organisations in matters that support and/or have some impact affecting both Knowle communities.
How long has it been in existence?	Since 2001
Is it run by a committee?	Yes
If yes, how many committee members?	7
Can anyone join?	Open to all residents over the age of 18 years and to those who have relevant connections e.g. Housing Association and landlords.
If not, what are the restrictions?	n/a
How often do you meet?	Approx. every 2 months
Where are meetings held?	In the small meeting room in Knowle Village Hall
Are they public meetings?	Yes
How many members do you have?	All residents of Knowle Village and Old Knowle plus landlords
What percentage of members live within Wickham Parish?	99%
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.	Picnic on the Green – community get together / summer fete event Remembrance Sunday Service Christmas event Liaison with FBC & Buckland Developers re: Welborne planning matters Liaison with First Port Village Management agent. Liaison with bus companies & HCC re: school bus stop. Meeting with MP concerning Welborne issues
Describe how the local community will benefit from your organisation	Provision of community events, Liaison with other organisations Representing Knowle residents with outside organisations e.g. Welborne community groups.

4. About the project	
Please give details of your proposed project and what you wish to use any grant awarded for?	Organising a Christmas service and event in the Knowle South Square where the Christmas tree/decorations are located.
What is the project cost? Provide as much detail as possible	Anticipated cost of £300 – see below
Have you received or applied for funding from any other source for this project?	No
5. Financial details	
Do you receive funding from other sources and if so, who?	We received a grant to support our Picnic on the Green event this year.
Please supply financial records, as per guidance notes	See below
If you have previously received a grant from Wickham Parish Council, please give details.	We received a grant from W&KPC to fund the cost of insurance, plus an additional gazebo for our summer event.

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: Knowle Residents' Association

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

Signed: Wendy Greenish _____ Date: 3/9/24 _____

Position in organisation: Secretary _____

Request for funding a Christmas service in Knowle in December 2024

Proposal – To hold a service in South Square with music from the Warsash Brass Band and supporting choir and a visit from Father Christmas and his elves. The costs involve payment of the band and choir, donation to Meon Valley Lions Club (Father Christmas) and presents for children attending the event.

Anticipated contribution to the costs of this project: £300

Knowle Residents' Association Accounts

1 April 2024 to 31 August 2024

£

1	Opening balance on 1 April 2024	1977.05
	<i>Including reserved funds</i>	

Income

2	Emergency Grant	377.83
3	Parish Council Grants Picnic on the Green <i>(excl insurance)</i>	334.96
4	Picnic on the Green	961.17
5	Welborne Grant	320.00
		1993.96

Expenditure

6	Carried over from Picnic on the Green 2023	121.00
7	Emergency equipment	377.83
8	Annual events insurance (not required until 11/24)	0
9	Picnic on the Green	1004.41
10	Donations - Rowans and Mountbatten Hospices	300
11	Gazebo	334.96
12	Meeting room hire	33
		2171.20

	Closing balance on 31 August 2024	1799.81
	<i>Including reserved funds of £265</i>	

Payment of £121 overlooked from Picnic on the Green 2023 and thus carried over into 2024/25 financial year

Agenda Item 16 -

To review the Committee membership

Recreation Committee

Chair – Councillor N Holladay

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

Planning and Highways Committee

Chair – Councillor Rappé

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

CHANGES: To add Cllr Evans

General Purposes Committee

Chair – Councillor Phillips-Lee

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

HR Committee

Chair – Councillor Rappé

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

Open Spaces Committee – deferred

Wickham Water Meadows Committee

Chair – Councillor Manuel

Members: Councillors: Burt, Chambers, Greenbank, Sawyers

CHANGES: To appoint Marc Ashton as a specially invited Committee member

Policy & Finance Committee

Chair – Councillor Manuel

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

CHANGES: To remove K Holladay and appoint new Vice-Chair of Council to Committee

Recommendation: to approve the above changes in Committee membership

Agenda Item 17-

To approve the HR Committee's term of references

The TORs had been worked on previously and should have been adopted at the May 2024 Full Council meeting but were unfortunately missed. As this is a new Committee, the TORs must be adopted before the Committee can meet. Advice has been sought from HALC regarding queries on publication of minutes and excluding public, and the relevant changes made following this advice. It was also noted that the appraisal of the Clerk was not previously included so this has been amended.

Recommendation: To approve the HR Committee's terms of reference



Wickham and Knowle Parish Council

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Telephone: 01329 553254 or 07770 246293 Email: clerk@wickhamparishcouncil.org

Parish Clerk: Sophie Thorogood

Terms of Reference – Human Resources Committee

Summary of Revisions Made	Version	Date
Adopted by Full Council	1.0	

1. The Committee is called the Human Resources Committee (HR) and constituted as a Standing Committee of the Wickham & Knowle Parish Council.
2. The Committee comprises not less than three and up to five Councillors. Employees and volunteers shall not be members of the HR committee.
3. The HR Committee meets quarterly or at any other time that is deemed necessary to expedite dealing with any matters that fall within the Committee's responsibilities as detailed in paragraphs 4, 5, 6, 7 and 8.
4. The HR Committee is responsible for recommending to Full Council all employee and contractors' employment and related matters for the Wickham & Knowle Parish Council to include:
 - a. Relevant training and development for employees using the precepted training budget.
 - b. Health, Wellbeing & Safety of employees and contractors and users of sites owned and managed by the Parish Council whilst on Parish Council property and/or engaged on work ~~or on~~ contracted to them on behalf of the Council
 - c. Welfare Policies of the Council
 - d. Operational Policies of the Council.
 - e. Completion and keeping up to date risk assessments for all users of, and visitors to, Parish property and contractors working on behalf of the Council
 - f. Maintaining up to date knowledge, consideration and implementation of relevant statutory responsibilities of the Council
 - g. Recruitment schedules and draft advertising content and processes for new employees of the Council
5. The Committee will receive the proposals of the Clerk for employee contracts for comment prior to approval by Full Council. Contracts shall include *inter alia*
 - a. Working hours and working practices.
 - b. Overtime and holiday conditions
 - c. Job descriptions and objectives.
 - d. Salaries and annual performance appraisal processes
6. The Committee shall receive employee performance appraisal reports conducted at least annually by the Clerk and shall provide guidance as necessary. The Clerk shall summarise content of the appraisals for Full Council. The Clerk's appraisal will be conducted by the Chair and Vice-Chair of Full Council.

7. The HR Committee will comply with and have due regard to existing policies and statutory obligations relating to employee matters that include but are not limited to:
 - a. Standing orders.
 - b. Financial regulations.
 - c. Employee contracts which reference Terms and Conditions of Employment.
 - d. ACAS Guidelines and procedures for grievances or disciplinary matters.
 - e. Wickham & Knowle Parish Council policies on employee Performance Appraisal Grievance & Disciplinary Procedures.
 - f. Councillor disciplinary matters / breaches of the Code of Conduct.
 - g. Any and all correspondence concerning matters falling within the Committee's responsibilities ~~the Committee's~~ should be addressed to the Chair of the Committee who will copy the Parish Clerk as he/she feels is appropriate
8. The Committee shall be responsible for advising Councillors of training opportunities relevant to their roles and ensure that any costs involved in pursuit of such opportunities shall be at costs within the precepted annual Councillor training budget.
9. The HR Committee shall receive and note relevant information, advice and guidance on behalf of the Council for all matters pertaining to employment issues. When necessary, the Committee shall recommend change(s) to these Terms of Reference as required for approval of Full Council.
- ~~40-~~
10. Due to the confidential and sensitive nature of the business to be conducted, in accordance with the Public Bodies (Admissions to Meetings) Act 1960, some items will be discussed under exempt session where public and press will be excluded.
11. Minutes of HR ~~C~~committee meetings will be prepared in accordance with Standing Orders Section 12 ~~that states:~~
~~"a. Exceptionally, in accordance with paragraph 9 of the HR Committee Terms of Reference, the minutes of the HR committee meetings will not be published or made public"~~
12. The HR Committee reviews and considers strategies for any future direction of the Committee and having obtained approval of Full Council will take appropriate actions for all identified responsibilities.

Commented [ST1]: As per advice from HALC, this is not allowed. The public cannot be excluded from a Committee meeting, except if the business being transacted is of a confidential nature

Agenda Item 18-

To delegate to the HR Committee to finalise job description and person specification for the two new roles beginning 1st April 2025

The budget for 2025/26 includes expenditure budget for two new roles: a part time Deputy Clerk and a full time Maintenance Officer. The Full Council can delegate to the HR Committee to formulate job descriptions, create person specification and deal with the recruitment process.

The formal job offers can be brought back to the Full Council in March 2025 for ratifying.

Recommendation: To delegate to the HR Committee to finalise job descriptions and person specification for the two new roles beginning 1st April 2025.

Agenda Item 19 -

To discuss the current issues at Wickham skatepark and agree an action plan moving forward

The Grounds Maintenance Contract working party held site visits on 18th and 19th November with the three shortlisted contractors. The working party were left shocked by the current state of Wickham skatepark. As the agenda had already been published for the Recreation Committee meeting on 21st November, this item was not able to be discussed formally within the Committee meeting and is being brought to the Full Council to agree actions.



The Clerk has commissioned a local play maintenance company to carry out a ROSPA inspection of the skatepark to independently quantify the current health & safety risk. The inspection was carried out on 2nd December and the report will be circulated once received.

The Full Council may have to decide to temporarily close the skatepark whilst work is carried out.

Whilst there is no allocated budget for improvements to the skatepark in either the current year budget or next year's budget, there are two earmarked reserves (1 – Wickham play areas/MUGA/skatepark; 2 – asset sinking fund general) that can be used to fund improvement work and bring it into a better state of repair. The Clerk has also received advice that as Wickham is classed as an area of deprivation, it is likely the Council would be successful in applying for grants to carry out improvement work, possibly on a matched funding basis.

Cllr K Holladay also attended a WCC webinar on available grants and highlighted the Council could apply for a District Small Grant to pay for a trained youth worker to consult with the users of Wickham skate park on improvements they would like to see.

List of actions suggested:

- Contact HCC to report the overgrown trees coming from back of the Wickham Primary School site that need cutting back
- Instructing a grounds company to cut back the overgrown grass and nettles
- Obtain quotes to repair the damaged concrete on the concrete skate ramps
- Obtain quotes to install safety railing on the outside ramps of the concrete area
- Obtain quotes to install a safety rail next to the high wall by the metal skate ramp
- Obtain quotes to repair the damaged tarmac path leading up to the skate park
- Instruct a handyman to sand and repaint the metal benches and waste bins.
- Investigate grant funding for both consultation work and improvement work

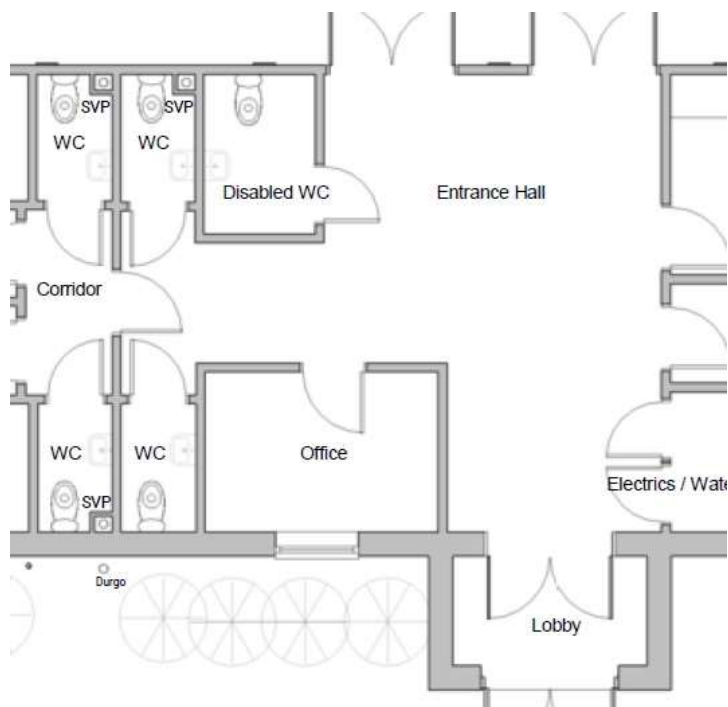
Agenda Item 20-

To consider quotes for conversion of the ladies' toilets in Knowle Village Hall to create an extra office space for expansion of the Parish team

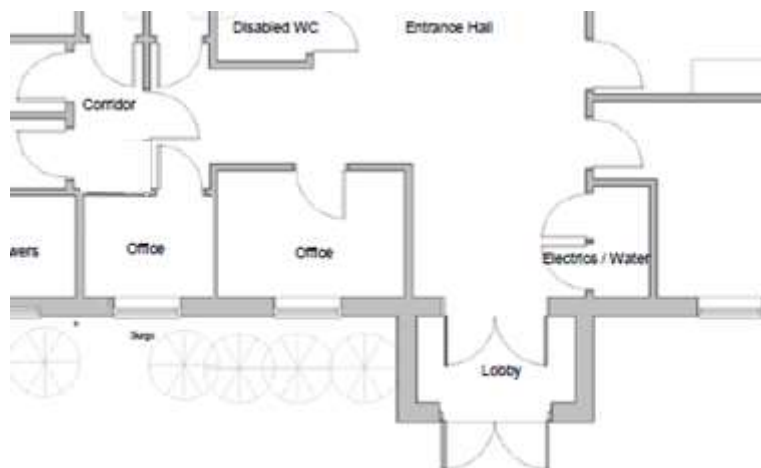
Although there is a larger office space being created in the KVH extension project, this is several years away. An idea to be able to expand the Parish team whilst also keeping the team together in one location, is to convert the 2 gent's toilets into unisex, and knock through the 2 ladies' toilets into one to create an extra office space, and therefore an extra desk.

3 contractors have been to visit the space to calculate a quote for the conversion, but only 1 quote has been received so far. The other 2 are expected within next few days and all quotes will be circulated under separate cover. If the quotes are not received in time, this item will have to be deferred.

Current layout:



Proposed layout:



Agenda Item 21-

To consider the Council's response to the National Consultation on remote meetings and proxy voting

As per email on next page, there is a National Consultation on remote meetings and proxy voting, which closes on 16th December 2024. Parish Councillors are invited to respond to the consultation independently, but it is recommended for the Parish Council considering a Full Council response to this important consultation.

From: Comms - Hampshire ALC <comms@Hampshirealc.org.uk>
Sent: 29 October 2024 09:14
To: Comms - Hampshire ALC
Subject: Remote Attendance and Proxy Voting

Dear Member Councils

As you may have seen the Ministry of Housing, Communities and Local Government are holding a consultation on enabling remote attendance, and proxy voting at local authority meetings, including parish & town council meetings. For those of you that were around at the time of Covid the Government made temporary changes to legislation for meetings to be held remotely and they operated successfully during this time. Unfortunately, unlike Wales where the legislation was extended, the legislation was not extended in England, meaning councils are currently unable to hold meetings remotely, or even allow an individual councillor to attend remotely.

The consultation does not appear to be about mandating remote meetings, but rather allowing councils the choice to hold these if they so wish and similarly allow individual councillors to attend remotely.

Giving councils the power to decide what works best for their own circumstances is welcome and will also hopefully lead to an increase in terms of diversity of councillors, allowing for people who can otherwise not easily attend council meetings due to reasons such as caring commitments, the opportunity to serve their community. We did see an increase in diversity during Covid as meetings could be held remotely.

I would therefore encourage as many of you as possible to respond to the consultation. For more details on the consultation please click [here](#).

To respond to the survey please use the following link <https://consult.communities.gov.uk/local-government-standards-and-conduct/remote-attendance-and-proxy-voting/>

Kind regards

Dawn Hamblet
Chief Executive

Comms - Hampshire ALC



Hampshire Association of Local Councils

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www.hampshirealc.org.uk

Hampshire Association of Local Councils Limited | Registered Office - as listed above | Registered

Disclaimer: Any advice that we provide is in answer to the questions asked and based on the information provided to us. We make our best efforts to ensure that our advice is accurate. If, however, the information is incomplete and subsequent then the advice previously given may change.

Wickham and Knowle Parish Council 2025 Meeting Calendar

	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M							
JAN			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			
FEB							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28		
MAR						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
APR		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30					
MAY				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		
JUN							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
JUL		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				
AUG					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
SEP	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30						
OCT			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			
NOV						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	
DEC	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31					

- | | | | |
|---|--|---|---|
|  | Planning Committee - Venue Knowle Village Hall |  | Annual Assembly - Venue Wickham Community Centre |
|  | Recreation Committee - Venue KNOWLE VILLAGE HALL |  | Wickham Water Meadows Committee - Knowle Village Hall |
|  | Full Council - Venue Wickham Community Centre |  | School Holidays |
|  | Full Council Annual Meeting - Venue Wickham Community Centre |  | Bank Holidays |
|  | Finance Committee - Venue KNOWLE VILLAGE HALL |  | VE Day event |
|  | GP Committee - Venue KNOWLE VILLAGE HALL |  | Elections (Only HCC seats in 2025) |

Agenda Item 23-

Recent correspondence/ reports from meetings attended of relevance

23.1 – Cllr Manuel and the Clerk attended an online meeting with WCC Officers regarding the Wickham public convenience as the contract for the cleaning can only be extended by 1 more year. For 1st January 2026, WCC will be going out to tender for the contract, and it is likely to increase significantly. Further information will be provided by WCC when available for the Parish Council to consider their position.

There was also discussion surrounding the backdated invoices raised for prior years contributions to the running of the public conveniences. It is anticipated that the invoices for prior years will be written off and confirmation of this is still awaited.