



Kingsclere Parish Council

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www.kingsclere-pc.gov.uk

23rd September

SUMMONS issued under LGA 1972, Sch 12 para 10(2)

Councillors a Meeting of Kingsclere Parish Council will be held on **Monday 29th September 2025 at 7:30pm at The Main Hall, The Village Club**, at which your attendance is required.

- Clerk to the Council

Agenda of the Ordinary Meeting of Kingsclere Parish Council

Silence?

1. Apologies
2. Declarations of interest
3. Minutes – to accept as a true record:-
 - 3.1. Minutes of Ordinary Meeting [Monday 28th July 2025](#)
 - 3.2. Minutes of Extra Ordinary Meeting [Monday 27th August 2025](#)
 - 3.3. Minutes of PPP Meeting [Thursday 18th September 2025](#)
4. Questions from the Public – to receive questions, planning representations, or comments.
The meeting will be suspended for a maximum of 15 minutes and each member of the public will be allowed no more than 3 minutes to speak. No decisions can be made by the Council during this time. After this period the meeting will be resumed, and members of the public may only speak when invited to do so. Members of the public are welcome to stay for the remainder of the meeting.
5. Chairman's Remarks
6. Clerk's Report to include
 - 6.1. Allotment Inspection updates
 - 6.2. Swing Seat for Recreation Ground – Purchased and installed
7. Staff Vacancy – Responsible Financial Officer
8. Audit 24/25
 - 8.1. Review of [External Audit Report](#) for the year ended 31 March 2025.
 - 8.2. To Ratify payment of the External Audit Invoice for £420 plus VAT to BDO LLP
9. County Councillor – to bring forward County matters
10. Borough Councillor – to bring forward Borough matters
11. To Approve the drafts of Documents - recommended by PPP Committee relating to RFO Vacancy
 - 11.1. Job Adverts [Longer Version](#) [Shorter Version](#) *Holiday and Salary to be confirmed*
 - 11.2. Job [Description](#)
 - 11.3. Person [Specification](#)
12. Approve RFO Locum Costs and hours whilst RFO Recruitment continues
13. Advertising – to approve £325 plus VAT 3.5 weeks SLCC Website Gold Package.
To approve FOC adverts with Hampshire Association of Local Councils, Indeed, Linked In. Plus KPC social media

Distribution: Cllrs: D Conquest; M Hamilton; S Gaines; H Jonas; C Mussett; N Peach and R Peach;

Borough Cllrs: D Conquest; M Bound and K Morrow. County Cllr: T Thacker.

Copies to: Police Liaison; Newbury News; Noticeboard; Website: www.kingsclere-pc.gov.uk

14. **Catering Unit – Holding Field Car Park** – discuss proposal to site a converted horse box in the car park, Monday- Friday 4.00 – 10.30pm and Saturdays 4.00 – 11.30pm. Various different options, Fish and Chips, Curry night, normal burgers etc This is subject to the relevant permissions being obtained through the Council
15. **Update on Notice Boards** – update on all installations, discussion regarding Swan Street surface and levels
16. **Bench on Recreation Ground** – to discuss replacement bench due to damaged Memoria Bench £268.00 plus delivery £48.00 and VAT
17. **Churchyard –**
 - 17.1. **Churchyard Shrub/Bushes removal** – approval for £265 for removal of self-seeded bushes / privet bush along house fence line leading in from Newbury Road Footpath.
 - 17.2. **Stump Grinding Quote** - the tree stump from along the same fence line £210 and grind anything left from Privat bush to discuss and approve. To prevent the stump re shooting
18. **Dragons Teeth and Railings on Holding Field** – as discussed at August OM budget of £500 approved for the works – to note final invoice for £476.00 has now been paid.
19. **Tree Inspection** – to receive rough estimate on work – to plan timeframe this financial year or 2026/7.
20. **Bowls Club Lease** – Signing of new lease
21. **Community Engagement and Media**
22. **Health and Safety** – to raise any health and safety concerns
23. **Grant Application** – Kingsclere CE School £250 for school kid cut out signs x 2
24. **Policy recommendations from PPP Committee and discussion before approval**
 - 24.1. [Employee Code of Conduct](#)
 - 24.2. [Sickness and Absence Policy](#) – to discuss and agree Discretionary sick pay terms
 - 24.3. [Compassionate and Bereavement Leave](#)
25. **Local Government [Reorganisation](#)** – Progress Update DC
26. **Planning Matters and Local and Neighbourhood Plan Updates**
 - 26.1. **Local Plan** – update DC
 - 26.2. [22/00164/ENSC](#) - EIA Request Porch Farm DC
 - 26.3. [25/01999/TDC](#) Kingsclere Nursery Kingsclere Bypass Technical Details Consent pursuant to Permission in Principle (Ref. 25/00263/PIP) for the erection of 1 no. detached dwelling; with associated garaging, parking, turning, landscaping, private amenity space and access. *Extension to Comment Granted*
 - 26.4. [25/01925/HSE](#) / [25/01926/LBC](#) 9 Newbury Road - Construction of pool room and alterations to barn. Replacement of boundary fence to wall and associated landscaping. *Extension granted to comment*
 - 26.5. [25/02050/HSE](#) - Frith Common Farm - Track to Frith Common Farm Wolverton Hampshire RG26 5RX Proposal: Grid Ref: Partial demolition of existing dwelling and erection of front and rear extensions, with associated external alterations – Extension granted to comment
 - 26.6. [25/00902/ROC](#) - Buildings At Bishops Hill Ecchinswell Road Kingsclere RG20 4QQ Proposal: Grid Ref: Variation of conditions of 1, 3, 4, 5, 8, 14, 15, 16, 17, 18, 22, 23, 24 of planning 21/03852/FUL (Erection of 1 no. 4 bed bungalow and associated works following demolition of redundant buildings) to vary the drawing numbers in Condition 1 and discharge the rest of the conditions
 - 26.7. [25/02155/HSE](#) 2 Ash Grove- Single storey extension to the rear of the property following removal of existing single storey extension.
 - 26.8. [25/01990/HSE](#) 13 Wellmans Meadow Erection of a single storey rear extension
27. **Budget 2026/27** - Initial discussion and review of any priority Items and requirements associated relevant to 2026/27 Budgeting
28. **Approval of Bank Transfers, Income & Expenditure** – to consider & approve accounts paid/presented for payment – August 2025
29. **Approval of Quarterly Bank Reconciliation** - Deferred from July OM – April – June 2025
30. **Matters for Future Consideration** – to note any items raised in Questions from the Public to include on future agendas
31. **To Consider the Date of Next Meeting** – the next ordinary meeting is scheduled for Monday 27th October at 7:30pm in the Village Club

32. Exempt Business – to propose and pass a resolution in accordance with the public bodies (admission to meetings) Act 1960 to exclude the public and press for the discussion of the following matters where publicity might be prejudicial to the special nature of the business.

32.1. Update on Clerks Salary Contract and Scale Point review CM

An update on the progression of the from the agenda item in Junes OM where it was resolved the RFO would complete the cost calculation for back pay.

32.2. New RFO Contract and Salary Scale – discussion on details and salary scale point range for advert.

32.3. Current RFO arrangements for handover, official leaving date, correspondence and paperwork