



Minutes of Kingsclere Parish Council Ordinary Meeting OM 09/25  
Held at 7.30pm on Monday 29<sup>th</sup> September 2025 in the Village Club

**Present:**

Cllrs: Conquest; Gaines; Jonas; Mussett; Peach N and Peach R

Clerk – Ackrill;

2 members of the Public

**OM09/25.1 – Members Apologies:** Cllr Hamilton

**OM09/25.2 – Declarations of Interest:** None

**OM09/25.3 – Minutes:**

3.1 Minutes of Ordinary Meeting 28<sup>th</sup> July 2025 were accepted and signed.

3.2 Minutes of Extra Ordinary Meeting 27<sup>th</sup> August 2025 were accepted and signed

3.3 Minutes of PPP Meeting Thursday 18<sup>th</sup> September 2025

**OM09/25.4 - Questions from the Public:** Nothing was raised

**OM09/25.5 – Chairman’s Remarks:**

- i) Thank you to Cllr R Peach and Gaines for placing the latest new board in Love Lane.
- ii) Thank you to Ken Rhatigan for once again delivering the Annual Report to the village it saves the Parish a sum of money on the delivery costs.
- iii) Thanks to Cllrs R And N peach and Gaines for placing the new picnic bench in the Orchard.
- iv) Budget is once again on the agendas Cllrs were asked to give thought to projects they wished to work on in the next financial year.

**OM09/25.6 – Clerks Report:**

**6.1 Allotment Inspections** – Completed most plots were really good

**6.2 Flat Swing Seat** in the Recreation Ground was replaced £68.40 inc VAT

**6.3 Request put into HCC** to clear the gullies in the main roads

**6.4 New PSCO** – Kane Lucus is now covering our Parish. Welcome

**6.5 Dead tree** on the verge almost opposite Cedar Drive entrance reported to HCC

**6.6 Course** – attended Implementing Professional Boundaries

**6.7 Booked** – Chat GPT for Councils and GDPR E- Course

**6.8 Remembrance Parade** 9<sup>th</sup> November Road closure applied for

**6.9 Mowing and Maintenance** – only one cut left for all areas except for cemeteries we may have to arrange a couple more cuts.

**OM09/25.7 – Staff Vacancy:** Sadly, our Responsible Financial Officer has resigned from the post. The Chairman publicly thanked Louise on behalf of the Council and the village for all she had done in the past 4 years, KPC is very grateful for all the hard work and effort and for everything Louise achieved on KPC's behalf. This does mean that as of this evening KPC has a Vacancy for a Responsible Financial Officer and an advert will be put out tomorrow.

**OM09/25.8 – Audit 24/25:**

8.1 **Review of External Audit** – once again an exemplary audit with no issues raised by the External Auditors. Thank you to our RFO

8.2 **Ratify Payment to the External Auditors** BDO LLP £420 plus VAT – all in approval

**Resolved:** Retrospective approval for External Invoice £420 plus VAT

**OM09/25.9 – County Councillor:** Not present no report received

**OM09/25.10 – Borough Councillors:** Apologies from BCllrs Morrow and Bound.

**OM09/25.11 – To Approve the drafts of Recruitment Documents** – as recommended by PPP Committee relating to RFO Vacancy

***It was proposed by the Chairman to move items 11.2 and 11.3 to the Exempt Part of the meeting.***

***Item 32. All Cllrs in agreement.***

**11.1 Job Advert** – the short advert was approved with one alteration and agreement to put out tomorrow with closing date of 24<sup>th</sup> October.

**Resolved:** Shorter advert as circulated was approved with one amendment

**11.2 Job Description** –

**Resolved:** Moved to Exempt Business Agenda Item 32

**11.3 Person Specification** –

**Resolved:** Moved to Exempt business Agenda Item 32

**OM09/25.12 – Approve RFO Locum Costs and Arrangements:** Locum RFO M Taylor who is Self Employed for Locum contracts and charges £25.00 per hour was temporarily taken on by the PPP Committee as emergency cover on the 18<sup>th</sup> September. Melanie came recommended to us through HALC The clerk explained Melanie can assist the Council until recruitment is complete hopefully December / January, Melanie can only help remotely though in December but can still act as RFO.

**Resolved:** It was agreed to engage Melanie Taylor as a contractor RFO for up to 10 hours per week at £25.00 per hour on a self-employed basis. All in agreement

**OM09/25.13 – Advertising of RFO Vacancy:** The sum of £325 plus VAT was approved for an Advert on the SLCC (Society of Local Council Clerks). The approved advert would also be sent to Hampshire Association of Local Councils (HALC) KPC social media, Indeed and Linked In all at no expected costs.

**Resolved:** Expenditure of £325 plus VAT for the SLCC advert. Other adverts would be placed as discussed where possible. All in favour

**OM09/25.14 – Catering Unit – Holding Field Car Park –** discussion 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.

After debate the Councillors agreed in principle to the unit in the Holding field Car park, the prospective proprietor would need to address a few concerns regarding the removal of all associated rubbish / waste, potential Anti-Social Behaviour (ASB) – could CCTV be installed on the unit to protect the unit staff and deter any ASB in the vicinity? potentially the hours may need to be reduced, and all requirements for Risk assessment / Insurance from both sides along with all H&S, Hygiene Certification required by Local Authority and KPC Insurers would need completion. KPC will also consult out of courtesy with the Bowls Club further down the line. Potentially charging a pitch fee was considered no decision made at this point.

**Resolved:** Catering Unit agreed in principle – the above points on Certification / Insurances / Risk Assessments / ASB / Waste / Operating hours / Fee to be addressed and agreed.

**Action:** Clerk to write letter to applicant

**OM09/25.15 - Update on Notice Boards –** All 5 boards have now been purchased. The latest one near the School in Love Lane has recently been installed. The next board by the entrance to Longcroft Road was slightly damaged, the affected piece has been collected by Greenbarnes and be repaired and sent back out to KPC.

The remaining one would then be in Swan Street, KPC will seek advice on the ground surface before any installation takes place, as the concrete surface does appear very cracked over the whole area. KPC will contact Hampshire Highways including photos and seek advice on ownership and installation.

**Action:** Clerk to write to Highways

**OM09/25.16 – Bench on Recreation Ground –** The bench beside the Wildflower Meadow and the Information Board requires replacement it is beyond repair it is seen as a very valued bench in a well-used and popular location. A cost of £268 with delivery of £48 Plus VAT has been quoted to purchase another bench of the same design as the other benches in the recreation ground. The bench was a memorial bench and the resident who purchased the original bench will be encouraged to make a donation towards benches in the village should they wish in line with the Alternative Memorial Policy.

**Resolved:** sum of £316 plus VAT approved for purchase of replacement bench. All in favour

**Action:** Clerk to order bench.

**OM09/25.17 - 17. Churchyard –**

**17.1. Churchyard Shrubs/ Privet 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 Privet bush to discuss and approve. To prevent the stump re shooting

**Resolved:** Expenditure of £475 approved for removal of shrubs and stump grinding all stumps

**Action:** Clerk to arrange work

**OM09/25.18 - 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.

**OM09/25.19 - Tree Inspection Works Estimate –** the estimate to complete the recommended works following the Parish Tree Inspection would be £2000 but this is approximate as one tree couldn't be located and another two trees potentially not KPCs so this would need further investigation. All agreed as non-urgent tree work it would be budgeted for in the next Financial Year.

**Action:** Clerk and RFO Budget

**OM09/25.20 – Bowls Club Lease –** no response from the Bowls Club to the lease sent on the 2<sup>nd</sup> September. Clerk requested to instruct Solicitor to write and request update from the Club as a matter of urgency. Lease expires 30<sup>th</sup> September.

**Action:** Clerk

**OM09/25.21 - Community Engagement and Media –** nothing to report. Website 1,191 views Facebook 11,993 views. Cllr Conquest asked for the front page of the site to be updated. Potential new photo of the Councillors to be added to the page.

**OM09/25.22 - Health and Safety –** to raise any health and safety concerns

**OM09/25.23 - Grant Application –** Kingsclere CE School £250 for school kid cut out signs x 2

**Resolved:** A grant of £250 was unanimously agreed and awarded to the Primary School for the 2 safety cut out kid signs.

**Action:** Clerk

**OM09/25.24 - 24. Policy recommendations from PPP Committee and discussion before approval**

- 24.1. Employee Code of Conduct** – approved with no amendments
- 24.2. Sickness and Absence Policy** – not approved – a line to be added regarding Council discretionary sick pay to be discussed at next PPP meeting. 6<sup>th</sup> October  
**Action:** Clerk PPP Agenda
- 24.3. Compassionate and Bereavement Leave policy** – approved with no amendments  
**Resolved:** Employee Code of Conduct and Compassionate and Bereavement leave policies approved. Sickness and Absence policy to be reviewed at the next PPP Meeting.  
**Action:** Clerk

**OM09/25.25 - Local Government Organisation Update** – BCllr David Conquest updated the meeting - At an Extraordinary Council meeting held on 25th September, Basingstoke and Deane Borough councillors voted to support Option One of the three proposals for four new unitary councils for mainland Hampshire. All three of the tabled options would see the creation of a new unitary council for north Hampshire, bringing together the Basingstoke and Deane, Hart and Rushmoor areas. BDBC therefore submitted its proposal titled “Close enough to be local, large enough to be strong” to the government on the 26 September, it set out how creating four new unitary councils for mainland Hampshire to replace the existing 14 councils, with the Isle of Wight remaining an independent island unitary council, would save at least £63.9 million a year. Hampshire County Council have submitted a different proposal which would result in fewer larger councils.

**OM09/25.26 – Planning Matters and Local and Neighbourhood Plan Updates**

**26.1. Local Plan** – B&D had a new Local Plan ready to submit for review but unfortunately the Government increased the Borough target number by nearly 40%. The borough council has therefore been forced to add more sites to its proposal and hopes to submit the updated plan for Reg 18 review by the government by the end of the year.

Kingsclere and Whitchurch have come out of the process better than most. The previous version of the plan had 175 new houses targeted for the village but that was reduced to 165, in recognition of the particular rural setting and the valued landscapes around the village. This will be in addition to the 50 houses required from the current Local Plan.

**26.2. 22/00164/ENSC - EIA Porch Farm – Environmental Impact Assessment** that an EIA KPC wants to be sure that the need for an EIA is thoroughly investigated for the proposed Porch Farm development. Natural England seem to strongly advise one is done. KPC would endorse this and will send a letter to this effect to BDBC.

**Action:** Cllr Mussett will draft a letter

**Resolved:** Letter to be sent BDBC endorsing the need for the EIA

**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

**Resolved:** No Objections or comments from KPC

**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**

**Resolved:** No Objections

**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***

Difficult to compare floor plans with previous application to understand total development curtilage against permitted but assume BDBC would be aware. Ask Case officer to check this. No other comments.

**Resolved:** No Objections only if size permitted

**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 –**

Concern over high number of variations requested on a recent approved development

**Resolved:** No objections but would trust that the variations and discharges will be reviewed carefully.

**26.7. 25/02155/HSE 2 Ash Grove- Single storey extension to the rear of the property following removal of existing single storey extension.**

**Resolved:** No Objections

**26.8. 25/01990/HSE 13 Wellmans Meadow Erection of a single storey rear extension**

**Resolved:** No Objections

**OM09/25.27 - Budget 2026/27** - Initial discussion and review of any priority Items and requirements associated relevant to 2026/27 Budgeting – Cllrs again asked to consider budget requirements for their projects. Potentially may need to scale up financial liabilities for Porch Farm discuss in November.

**OM09/25.28 Approval of Bank Transfers, Income and Expenditure:**

The item was deferred until next meeting it had been completed but not in time to circulate to Cllrs.

**OM09/25.29 – Approval of Quarterly Bank Reconciliation:**

The bank accounts for April May and June Q1 agreed and signed off.

**OM09/25.30 – Matters for Future Consideration:** Nothing

**OM09/25.31– Date of Next Meeting:**

Monday 27<sup>th</sup> October 2025 7:30pm in the Village Club.

**OM09/25.32 - 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.

Cllr Mussett informed the meeting that the calculation had been completed and was with independent accountant for auditing.

*Clerk left the meeting 21.06 after updating on the Handover below item 32.3 “*

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

**32.3 Current RFO handover had begun today to Locum RFO and will continue next Monday.**

**11.2 New RFO Job Description – Confidential Minutes refer**

**11.3 New RFO Person Specification – Confidential Minutes refer.**

Meeting closed 21.44

Signed:.....Chairman

Date:.....

Signed:.....Clerk

Date:.....

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

Website: [www.Kingsclere-pc.gov.uk](http://www.Kingsclere-pc.gov.uk)