

# DRAFT

## BAUGHURST PARISH COUNCIL Minutes of a virtual meeting held by Zoom on Thursday 23 July 2020 7.30 pm

**PRESENT:** Cllrs M G Slafford (Chairman), C Curtis, C Grenville, G Hetherington, G Porter,  
Also present: Hampshire County Councillor D Mellor, Borough Councillors M  
Bound and W Lovegrove, and 2 members of the public  
Apologies for absence received from Cllrs J Hewitt, P R S Postance and M  
Russell  
In attendance: Mrs P J Waterfield, Clerk to the Council

29. **Minutes of the meeting of 18 June 2020** (copy herewith)

The Minutes of the meeting of 18 June 2020, copies of which had been circulated, were taken as read and approved.

30. **Apologies for absence**

Apologies were received from Cllrs J Hewitt, P R S Postance and M Russell  
M Bound.

31. **Declarations of interest**

Councillors were reminded that for those with any interest to be disclosed in relation to an item included in the agenda for this meeting, it was their duty to do so at the appropriate agenda item (as required to be disclosed by Section 96(1) of the LGA 1972, and in accordance with the Parish Councils Order 2001. Councillors had each received a form, which they were required to complete with any declarations of interest on an annual basis.

32. **Matters arising from the Minutes of 18 June 2020**

(21) Defibrillator

Calleva had confirmed that they will check the machine on a weekly basis. They are still undecided, however, whether they can afford to maintain it (ie pads, batteries, etc), and this will need to be debated at their next meeting, which is currently not scheduled because of Covid-19.

(21) Long Grove vandalism repairs

Vitaplay had installed the replacement gates and risers. Once their invoice has been paid, Clerk can continue with insurance claim.

((21) Bollards

Clerk had asked another local contractor to quote for the work, but no response received as yet. Having checked the title deeds on Parish Online, she had discovered that the land in question for siting the bollards falls within the title deed of a property to the left, and thus no further action may be taken. Confirmation of title deeds requested.

(21) Annual contract with BDBC for inspections

Parks and Streetscene Manager at BDBC had responded on behalf of BDBC, advising that their Council is currently reviewing their financial situation and are seeking to clarify the position regarding play area inspections shortly.

(21) Lantra Awards Basic Tree Survey

Discussed under Open Spaces.

(21) Land at 59 Long Grove

Clerk had written to the residents, copying our solicitors, asking them to remove the fencing currently sited on our land within 3 months. They had responded with a query regarding a tree which straddles their property and ours, and the situation is to be investigated.

(21) Parish online – tree plotting on line

a) Discussed under Open Spaces.

(21) Trees

a) Rear of Forest Close

Had been recently felled as arranged.

b) All small dead trees – The Withies, corner of Wellington Crescent and Heath End Road, and Lakeland

All works had been carried out.

(21) Play areas

Long Grove and Wolverton play areas had been opened, with social distancing measures in place.

(22) Website accessibility

Deferred to General Purposes Committee for discussion. In the interim, an accessibility statement is to be placed on our website.

(24) Highways

Signage – Wheathold sign now indicated direction on both sides of the sign

- HCC sign on lamppost at Heath End Road had been reported to HCC

**33. County, Borough, BDAPTC and Police reports**

All reports are to be found as appendices to these Minutes.

**34. Open forum**

A local resident gave an update on trees on his land overhanging 25m of the highway. These had been inspected by HCC, as well as an independent arboriculturist. The landowner must first obtain a felling licence before any further works may be carried out. Timber from a dead tree had been taken without his consent. He also commented on recent nuisance and trespass on his land caused by motor bikes using it as unlawful access to the chalk quarry on the A339. He is currently in discussion with the owners of the quarry regarding the situation.

Clerk advised that the Cabinet Office had requested this Council to registry lock our domain name, and this had been carried out. She also advised that Hampshire Constabulary had notified a theft of a keyless car in Baughurst on 20 July 2020.

**35. Planning**

a) to receive and consider the latest planning applications

T/00238/20/TPO	Land at Pine Lodge, Wolverton Road, Wolverton Common	Prune holly and mature trees. Remove dead/dying silver birch; remove other trees	No objection, but concern noted over proposed felling of trees which are not dead, dying or dangerous
20/01581/HSE	Lantern Cottage, Browninghill Green	Proposed loft conversion to include 3 x front dormers	No objection
20/01533/FUL	Land at OS ref 457545 162183 Brimpton Road	4 dwellings with associated parking	Objection
20/01546/FUL	Coombehouse Farm, Church Lane	1 dwelling with associated access (out of area)	Objection
T/00294/20/TPO	20 Hazel Green	Prune overhang	No objection

b) Decisions by BDBC

20/01434/FOPD	Birch Island wood, Church Lane, Wolverton	Wooden storage shed for forestry equipment and firewood drying/storage	Raised no objection
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20/01198/HSE	Hill House, Haughurst Hill	Single storey side extension to replace conservatory	Granted
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c) Matters arising  
Manydown housing application and BDBC 5 year plan – information received.

**36. Finance**

a) Financial report

The latest financial report was received and noted.

b) to approve payment, Idverde

Approval was given to the payment of the invoice of £1431.09 + 296.22.

c) Poppy wreath

Approval was given to the purchase of a wreath, at £40.00.

d) Remembrance Sunday

Arrangements were approved, providing the ceremony goes ahead this year. BDBC to be asked for an update on arrangements for remembrance outdoor events.

e) to receive quotations for new internal auditor

Three quotations were received, and references sought. Referred to General Purposes Committee.

f) to approve payment, new gates at Long Grove

Approval was given to the payment of the invoice of £2873.40 + 574.68.

g) Regency Payroll

Advised that their monthly fee will rise by £1 from October, and that a new method of accessing their data will take place at the same time, to comply with GDPR.

h) Zoom

Approval was given to the continued use of Zoom until September 2020.

**37. Basingstoke and Deane Community Infrastructure Levy**

Information received, and deferred to General Purposes Committee.

**38. Highways and Rights of Way**

a) Letter from resident regarding improved highways issues referred to County Councillor.

b) Kissing gate FP17

Fallen tree had irrevocably damaged kissing gate at end of field. HCC had offered a replacement metal gate, which was accepted, to be installed by this Council.

c) Hants Covid Travel Map

Agreed that both individuals and this Council may individually register and comment on opportunities to provide temporary/permanent improvements to sustainable travel in support of the Emergency Active Travel funding initiative to deliver improved commuting/social distancing. Roads suggested by Council for non-use by all but essential users (house owners etc) were Violet Lane and Inhurst Lane.

**39. Playing fields and Open Spaces**

i) Report of virtual Committee meeting of 2 July 2020

b) Bark chippings

No response received as yet from safety surfacing contractors.

c) Long Grove safety surfacing grant

Agreed no action to be taken at present. Jetwashing of the walkways had been noted as required in early spring, but it had been agreed at an earlier meeting that the summer months may well take care of the problems of lichen and moss.

d) Vitaplay contract

Agreed that Vitaplay quarterly contract should be continued, at £84.00 per quarter. Negotiations are to be instigated with BDBC regarding the current proposal that we should pay £500 for a weekly inspection service, and an annual inspection, when this has currently been free. BDBC own 150 play areas in urban districts, and provide the service for 50 parish councils. Dual taxation comes into play in this instance.

e) Update on open spaces plan

- Contractor had almost finished the completion of cutting back of vegetation along Brimpton Road. Agreed that this did not appear to meet the proposed criteria, but further noted that a) the strip in question is HCC responsibility, and not this Council, and b) a more detailed plan of the area is required in order to plot correctly the works required.
- A further site meeting with Cllrs Terrett, Hetherington and the Clerk, had resulted in Cllr Hetherington being asked to marginally refine the maps which he had produced showing the siting of some of the trees.

f) Tree surveys

- Original contractor had supplied an electronic version of the 2016 tree survey, from which Cllr Slatford and Clerk had produced a spreadsheet outlining the position, number and condition of each tree, together with the date of the work carried out. It was noted that a small section of land opposite the Hurst Leisure Centre had been the subject of a tree survey in 2015, although these trees are not showing on the 2016 survey. From this it was agreed that the tree survey should be carried out in 2021, late spring to early summer.
- Parish Online had now plotted all the trees (save those in the 2015 survey) on a parish layer within the site. All Councillors have access to Parish Online (passwords to be sent separately), but Clerk to ask Parish Online to ensure that no inadvertent changes are made to the layers by Councillors.
- Agreed that quotations for tree surveys should be requested next spring, providing the contractors with the plotted maps. The quotation should include, using these maps:

- Recording those trees needing remedial works, and any action required

Further agreed that a system needs to be set up thereafter for a rolling programme to ensure that future works are carried out in a timely fashion. Contractors will be asked to supply tree numbers from their plates of any trees which are felled in the interim.

g) Any other business

- Opening of play areas

Clerk had unlocked the play areas, and, having done so, found vandalism damage at Long Grove to the metal fencing, and also the post and rail fence surrounding the site. The Police have been informed, and contractor had replaced the missing bolt. He and Clerk's husband to attempt repair of the lower rail outside the area. An extra sign regarding social distancing has been requested from BDBC for the rear of Long Grove site.

- Lantra training for tree inspections

Agreed that Clerk ask Kingsclere PC, who have availed themselves of the training, whether they find it useful, and how they are using it to their advantage. Consideration to then be given to training of several Councillors who would be asked to inspect trees on a regular basis. Training is approximately £250 per councillor, and has not yet re-started after lockdown.

- Proposed tree works:

- Adjacent to 79 Woodlands Road:
  - i) Overhanging oak tree, which, it has transpired, is situated in a neighbour's garden and thus not Council responsibility
  - ii) Loss of light from canopy of surrounding trees. Agreed that consideration of this major undertaking should await the results of the tree survey in 2021, which may have an impact
- Dead oak tree rear of 99 Long Grove – Agreed that a quotation of £110.00 + VAT should be accepted for its removal
- Leaning pine over rear garden of 87 Long Grove – contractor had advised that no work was currently necessary
- Overhanging oak tree in rear garden of 87 Long Grove – Agreed that resident to be asked to request a quotation from Council contractor for remedial pruning

- Ash trees to rear of Heath Court – two contractors had agreed that the trees have ash dieback and should be felled. Quotations of £354 (felling) and £252.00 (grinding out 3 tree stumps) agreed.
- 81 Long Grove – quotations agreed for felling of dangerous overhanging branch, and to reduce lateral spread on 2 other limbs

Trimming back of vegetation on pavements

- Length from War Memorial to The Hawthorns
- Length from Calleva Roundabout to Heath Court
- Strimming around pinch points
- Rear of Woodlands Road cul de sac, and facing pavement

ii) to consider request to purchase Council land, Wellington Crescent

Agreed that this Council would not sell the area of land to the resident. He is to be asked to provide a planting and management scheme for consideration.

**40. Accounts for payment**

**Received:** Bank interest £3.27; Calleva £84.00; Footpaths booklets £5.00

**To pay:**

Balance per bank statements as at 23 July 2020

Regency	Payroll July Payroll August	14.50 + 2.90 14.50 + 2.90
HCC	Pension July Pension August	338.42 338.42
Inland Revenue	Tax and NI July Tax and NI August	264.44 264.44
Clerk	Salary and allowance July Salary and allowances August	1123.00 1123.00
Tesco	Mobile contract July Mobile contract August	7.50 7.50
Microsoft	Office 365 July Office 365 August	17.60 + 3.52 17.60 + 3.52
Business Stream	Pavilion July Pavilion August	6.00 6.00
Zoom	Social media provider July August	11.99 + 2.40 11.99 + 2.40
G Porter	5 reams paper	20.00
Idverde	Mowing x 2	1431.09 + 286.22
Clerk	Annual mileage allowance and use of home	226.26
Clerk	3 mos postage to 30.6.20	41.20
	Use of home internet provider service	52.00
Vitaplay	Replacement gates, Long Grove	2873.40 + 574.68
A D Gibbs	Hours worked (155.5) and extras (885)	2362.55

Current Account	1410.95
Premier Account	77210.65
Petty Cash	223
BDBC	<u>48618</u>
	127461
Less; unrepresented	<u>5212</u>
	122249
Add: balances R&P	<u>17472</u>
	<b><u>139721.7</u></b>

**41. Date of next meeting**

The date of the next virtual meeting is **Thursday 24 September 2020**, 7.30 pm.

## **Appendix 1**

### County, Borough, DAPTC and Police reports

a) County Councillor D Mellor

- Planning – he reiterated that HCC, as a consultative body only, cannot help to address planning applications on behalf of residents
- HCC has earmarked £162m to spend on highways over 2.5 years
- HCC have allocated funds to ensure the remaining 2% of residents without full broadband access
- Highways – works at Crabs Hill are awaiting remedial repairs to areas which flood by the landowner before commencing
- Libraries – Tadley is remaining, under the current cutbacks
- Schools – under government directives, all schools should recommence in September 2020. However, issues have arisen with Home to School Transport department, and social distancing
- Household waste – reciprocal usage arrangements with other local authorities have now ceased, although permit holders have a further year, following BDBC investment, to be able to use out of area refuse tips. Suggestions have been put forward for an alternative new site near Kingsclere.
- Fencing, Heath End Road – following a question, noted that the delay in replacement of the fencing is due to a lack of supply. HCC would prefer to carry out the works themselves

b) Borough Councillor W Lovegrove

- Planning application for a new LIDL store in Tadley rejected by West Berkshire Planning Authority
- BDBC approved outline application for 3520 new dwellings on the site
- Travellers had first illegally camped at Mortimer, and had moved yesterday to Tadley Swimming Pool. An injunction had been put in force, and they should be removed by today
- BDBC resume weekly grey bin collections from 17 August 2020
- From 4 August, new applicants may apply for new garden waste bins or sacks
- Tadley Elderly Care will re-open on 4 August 2020, together with the Foot Clinic

c) Borough Councillor C Curtis

- BDBC had approved an application on Basingstoke Golf Course for 1000 houses, which included a traveller pitch
- BDBC agreed a site at Basing View as a hub for 5G development
- BDBC had debated the Capital Outrun Programme for 2020
- BDBC had looked at rights of access for properties where housing associations had taken over properties from, say, AWE, and then other development had effectively caused the loss of physical access to their properties
- BDBC had formally thanked Essential Workers for their roles during the recent COVID 19 pandemic
- New Head of Planning appointed by BDBC
- Tadley Swimming Pool opens again on 25 July
- PCSOs in Tadley had reported 65 incidents last week, all anti social behaviour

d) BDAPTC

The next virtual meeting of BDAPC will take place on 30 July 2020.