

# DRAFT

## BAUGHURST PARISH COUNCIL Minutes of a virtual meeting held by Zoom on Thursday 26 November 2020 7.30 pm

**PRESENT:** Cllrs M G Slatford (Chairman), C Curtis, C Grenville (fr4), J Hewitt, G Hetherington, G Porter, P R S Postance, M Russell, A Sciarretta, S E Terrett  
Also present: Hampshire County Councillor D Mellor, Borough Councillors M Bound and W Lovegrove, and 1 member of the public  
Apologies for absence received from Cllr G Hetherington  
In attendance: Mrs P J Waterfield, Clerk to the Council

**71. Minutes of the meeting of 22 November 2020** (copy herewith)

The Minutes of the meeting of 22 November 2020, copies of which had been circulated, were taken as read and approved.

**72. Apologies for absence**

Apologies for absence received from Cllr G Hetherington.

**73. 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.

**74. Matters arising from the Minutes of 22 November 2020**

(60) Defibrillator

See General Purposes Committee report.

(60) Speedwatch

Chair to have meeting with senior Police officer for update on speed control issues.

(60) Bollards adj 105 Long Grove

See General Purposes Committee report.

(60) Newsletter

Deferred to a future meeting.

(60) War Memorial

See General Purposes Committee report.

(60) Annual contract with BDBC for inspections

BDAPTC to take up this situation with BDBC on behalf of all Councils owning play areas within the Borough.

(60) Lantra Awards Basic Tree Survey -Tree Wardens

Agreed that training should be undertaken by two councillors, if wished, at an approximate cost of £180 each, once the course is open again.

(60) Land at 59 Long Grove

Residents had advised that they did not wish to share the cost of felling the tree to the rear of their garden. Agreed that, to avoid further delay, the tree should be felled.

(60) Parish online – tree plotting on line

West Berkshire District Council had provided the GIS link to the DEPZ map which is to be placed on Parish Online, and reviewed every three years.

(61) Trees

Site	Tree No	Description	Works carried out/to be carried out	Cost
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rear of 87/89 Long Grove	47	Dead oak	To be felled	325.00 + 65.00
87/89 Long Grove	55	Remedial pruning of large overhanging branch	To be pruned back	780.00 inc VAT

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

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

**76. Open forum**

Clerk advised a regularly parked car on grassed area in Woodlands, which is parish land. She had written to all adjacent residents, asking them to desist. A resident gave a detailed update on information in Wolverton, as follows:

- A spate of theft of machinery from outbuildings, often found burned or abandoned in fields some miles away
- Remedial tree work has been completed along the length of Wolverton Common
- Further tree work planned from the A339 to Wolverton Townsend
- Thefts of dogs, especially spaniels, in the area
- New kissing gate awaited FP7126
- Application for diversion of footpath 28 noted

**77. Planning**

a) to receive and consider the latest planning applications

20/03258/FOPD	Land adj Weston Cottage, Wolverton Common	Forestry storage unit	No objection
20/03103/GDPE	Moyglare Farm, Stoney Heath	Single storey rear extension (permitted development notification)	Noted
20/02898/HSE	32 Heath End Road	Single storey rear extension with pergola and 1 <sup>st</sup> floor side extension. Replace flat roof to porch with pitched roof and new parapet wall above flat roof garage on front elevation Out of area application	Noted
20/01130/FUL	Inhurst Cottages, Inhurst Lane	14 dwellings and associated parking (amended plans)	Objection
20/02762/RET and 20/02763/LBC	Wolverton Park	Conversion of office to residential (retrospective)	No objection
20/02728/LDEO	Wolverton Park	Certificate of lawfulness for existing erection of single dwellinghouse	No objection
20/03152/FD	Little Brook Caravan, Pound Green	Diversion of footpath in connection with 20/02316/FUL	No objection
T/00544/20/TPO	11 Hazel Green	Prune 2 oaks	No objection
T/00545/20/TPO	5 Mornington Close	Prune 1 beech	No objection
T/005720/TPO	2 Heathrow Copse	2 oak trees – fell to ground level	Tree officer determination

b) Decisions by BDBC

19/03409/FUL	The Beeches, Baughurst Road	1 x 2 bed dwelling with associated parking	Approved
20/00874/HSE	Long Meadow, Axmansford	Replacement single storey detached triple garage with store and workshop following demolition of existing garage	Approved
20/02579/HSE	14 Long Grove	Front, side and rear single storey extension with internal alterations, following demolition of existing porch, side extension and conservatory	Approved
20/01994/FUL	Lyncroft, Wolverton Road	Dwelling	Withdrawn
20/02441/FUL	Monts Farm, Browning Hill	New dwelling	Approved
20/01581/HSE	Lantern Cottage, Browning Hill	Proposed loft conversion to include 3 x front dormers	Approved
20/00875/HSE	Long Meadow, Wolverton Road	Two storey rear extension, alterations to roof, removal of porch and erection of replacement bay window. Extension to existing conservatory	Approved

c) Matters arising

Response had been made to BDBC Local Plan Issues and Options consultation.

78. **General Purposes Committee** – report of meeting 19 November 2020

a) Operation London Bridge

No further action taken as a result of Covid 19.

b) Speedwatch

Police are still supportive of Speedwatch, and encouraging both the development of and actions by the local teams. Very few outings are made as a result of Covid 19.

c) Planning

Appropriate explanation for applicants has been placed on Council agendas.

d) Internal Auditor

New internal auditor has been appointed, and had urged councils in his remit to increase precept for the next financial year.

e) Remembrance Sunday

Restrictions due to Covid 19 had resulted in no outdoor ceremonies or parades this year. Wreaths had been laid in serried order at the Memorial, and poppies affixed to lamp posts.

f) Mandatory documentation

Approved:

- Code of conduct
- Health and Safety policy
- Safeguarding policy
- Complaints procedure
- Financial regulations
- Standing orders
- Financial risk assessment
- Asset Register (summary for insurance purposes)
- GDPR policy

g) Budget 2021/22  
Approved.

Items	2019/20	2020/21 budget	2020/21 YTD actual Oct 2020	2020/21 expected	20/21 YE forecast	2020/21 Variance	2021/22 proposed budget
<b>INCOME</b>							
Precept	47000	48500	48500	0	48500	0	48985
Bank interest	33.31	35	16	16	32	3	35
Pineapple field	1315.71	1340	864	504	1368	-28	1400
Grant – grass cutting	5274	5200	5327	0	5327	-127	5400
Grants	395	500	0	0	0	500	500
Booklets sale	0	0	5	0	5	-5	0
Speedwatch hire	0	0	0	0	0	0	0
Insurance claim	0	0	4885	0	4885	-4885	0
<b>Total receipts</b>	<b>54018</b>	<b>55575</b>	<b>59597</b>	<b>520</b>	<b>60117</b>	<b>-4542</b>	<b>56320</b>
<b>Tree survey - reserves</b>							<b>15000</b>
<b>Total</b>							<b>71320</b>
<b>EXPENDITURE</b>							
General Admin	28878.6	28000	15141.22	13200	28341.2	-341.22	30000
Grants	1000	4000	750	0	750	3250	3000
PF and OS	15125.8	30000	12333.34	12000	24333.3	5666.66	38000
Pineapple field	254.59	4000	148.58	220	368.58	3631.42	1000
Highways and RoW	225	300	0	200	200	100	500
Chairman's allowance	80	2000	40	0	40	1960	200
Churchyards, War Memorial	0	80	0		0	80	2500
Free 2p	1450	0	500	0	500	-500	2000
Defibrillator		1800	0	1800	1800	0	0
<b>Total expenditure</b>	<b>47014</b>	<b>70180</b>	<b>28913.14</b>	<b>27420</b>	<b>56333.1</b>	<b>13846.9</b>	<b>77200</b>
<b>Surplus /deficit</b>	<b>7004.07</b>	<b>-14605</b>			<b>3783.86</b>		<b>-5880</b>

Items	2019/20	2020/21 budget	2020/21 YTD actual Oct 2020	2020/21 expected	20/21 YE forecast	2020/21 Variance	2021/22 proposed budget
Grass cutting	2865.02	4000	1431.09	2200	3631.09	368.91	4000
Vitaplay	4851.9	5000	5219.3	500	5719.3	-719.3	5000
BDBC weekly maintenance	0	1000	0	0	0	1000	1000
Trees - maintenance	4566.89	5000	3275.4	3500	6775.4	-1775.4	5000
Tree survey		10000				10000	15000
A D Gibbs	2447	5000	2362.55	2300	4662.55	337.45	5000
General maintenance	395	0	45	3500	3545	-3545	3000
<b>Total</b>	<b>15125.8</b>	<b>30000</b>	<b>12333.34</b>	<b>12000</b>	<b>24333.3</b>	<b>5666.66</b>	<b>38000</b>

Notes:

- 1% precept increase
- Includes £500 for website, £1000 newsletter
- Tree survey deferred to 20/21
- War Memorial – may receive grant

h) Website

Full Council had already agreed to change provider for email and website, and formal quotations requested for a new provider. The cheapest quotation was approved:

- Website: Hugo Fox, Bronze package to commence at £322.50 + VAT.
- Email: Ionos £2 pm + VAT.
- Domain: £4 pa.

i) Defibrillator

Agreed that the Heartsine 360P defibrillator, at a cost of £695.00 + wall bracket £76.00 + VAT is accepted.

j) War Memorial

War Memorial Trust had advised that our application for grant aid had been refused, on the grounds that we had benefited from a grant previously, and that the photographs supplied showed only the need for cleaning, rather than restoration. Further quotations to be received for cleaning and re-lettering.

k) Assets

A copy of the Asset Register which lists all Council assets for non-insurance purposes had been supplied to all councillors. Clerk had obtained all deeds from Lloyds Bank, and is in the process of scanning these digitally for storage. The bank will no longer accept storage of the Deeds, and it was agreed that our solicitors are approached for a quotation for their future safe storage. A ceiling of £150 was agreed.

79. **Finance**

- The latest financial report was received and noted.
- The proposed budget 2021/22 was accepted.
- The Precept requested is £48,985 (1% increase)
- Annual renewal of rental Wolverton field agreed at £150.00.
- Payment approved for tree felling
- Approval given to moving to another provider for website, email and domain provision
- Approval given to 6 months' continued use of Zoom for virtual meetings
- Approval given to payment for jetwashing surfacing, Long Grove
- Approval given to payment of internal auditor, Audit report as follows:

'There were a small number of book-keeping and administrative matters which have been discussed with the Clerk. Other than these, there were no major items of concern and the accounts and internal controls were in good order'.

- j) Approval given to payment of grass cutting, July to November
- k) Approval given to payment of provision of bark chippings
- l) Approval given to payment for IT assistance
- m) BDBC Play Area inspections – consultation and extension of time requested

#### 80. **Playing fields and Open Spaces**

##### a) Bark chippings

3 cubic metres had been delivered, and spread by two councillors. Agreed further quantities required and quotation requested.

##### b) Hedgecutting – Wolverton field

The only quotation was accepted at £175.

##### c) Wolverton field

- Noted that lease needs renewal – Clerk to investigate.
- Perimeter fencing needs replacement – deferred to committee
- Tarmac – deferred to committee

##### d) Pineapple field

Email received from organisation purporting to be working with the Ian Rush Foundation to be circulated.

#### 81. **Highways and Rights of Way**

##### a) Pavement to right of 14 Wellington Crescent

Two quotations had been received. Deferred to Playing Field and Open Spaces Committee

##### b) Footpath 13 – stile

A councillor had offered to repair the stile step.

##### c) BDBC Play area inspections

Extension of time requested, following a formal consultation.

##### d) Bus shelters

Contractor to be asked to clean remaining bus shelters, especially those on the A339.

##### d) Brimpton Road

Contractor to be asked to clean 20/20 signs.

#### 82. BDBC Consultations

- a) Local Plan Issues and Options – responded
- b) Budget Proposals – considered
- c) Climate Change and Air Quality - noted

#### 82. **Accounts for payment**

**Received:** Bank interest .38p, Calleva £84.00

#### **Profit and Loss Account as at 26.11.20**

<b>Income</b>		<b>Expenditure</b>	
<b>£</b>		<b>£</b>	
Precept	48500	Administration	18791
Grant – grass cutting	5327	Grants	750
Interest	17	Free 2p	500
Pineapple field	948	Chairman's allowance	40
Grants	0	Pineapple field	160
Insurance claim	4885	Grass cutting	2289
Footpaths booklets	5	Vitaplay	7664
	<b>59681</b>	Trees	3917

		Contractor	4450
		General	1552
Profit on 8 months	19568		
			<b>40113</b>

### Balance Sheet as at 26.11.20

	£		£	
Balance b/fwd	109795	Current Account	3061	
		Less: unrepresented	8948	
Profit on 8 months	19568	Premier Account	86468	
		Petty Cash	164	
		Reserve Account	48618	
	<b>129363</b>		<b>129363</b>	

### To pay:

Balance per bank statements as at 26.11.20

Regency	Payroll November	14.84 + 3.70
	Payroll December	14.84 + 3.70
HCC	Pension November	348.71
	Pension December	348.71
Inland Revenue	Tax and NI November	277.96
	Tax and NI December	277.96
Clerk	Salary and allowance November	1154.19
	Salary and allowances December	1154.19
Tesco	Mobile contract November	7.50
	December	7.50
Microsoft	Office 365 November	17.60 + 3.52
	Office 365 December	17.60 + 3.52
Business Stream	Pavilion November	6.00
	Pavilion December	6.00
Zoom	Social media provider November	11.99 + 2.40
	Social media provider December	11.99 + 2.40
Nash Trees	8 Pinewood fell	325.00 + 65.00
	Adj 15 Forest Close branch	210.00 + 42.00
Vitaplay	Inspection	84.00 + 16.80
A D Gibbs	Maintenance, materials and disposal	1818.75
Idverde	Grass mowing Jul-Nov	1908.12 + 381.62
Eco	Bark chippings	395.29 + 79.06
T Marsh	Internal auditor	695.00

Supagrass Lawns	Jetwashing Long Grove	450.00
Candover Park Solutions	IT assistance	96.25

### 83. Date of next meeting

The date of the next virtual meeting is **Thursday 14 January 2021**, 7.30 pm.

### 84. Appendix 1

#### County, Borough, DAPTC and Police reports

##### a) County Councillor D Mellor reported:

- Local schools had reported 1 case of Covid, but self isolation had contained the problem thus far. Public health was in a good situation, with no problems with the supply of PPE and equipment.
- Finance – the accounts were not accepted, as the Government still owes HCC hundreds of millions, but this should be resolved soon.
- A speed trial in Baughurst Road has been deferred. (This Council noted increased traffic speeds on all major roads in the parish).
- Housing and Planning – currently talks about infrastructure. PIPs have been used in certain situations.
- Highways – 60 flood warnings issued in the recent two storms, and gritting lorries were out in November. Otherwise, highways are in good shape.
- Cycle and Walking Strategy Summit held in October, to be published in spring 2021. Strategies are in place, but some schemes are not in line to be made permanent and will be scrapped.
- Trees – land at junction of A340 and Heath End Road – HCC Estates cannot find ownership of the land. Fencing has been reported, but not as high priority.
- Crabs Hill – recent rumours involving Wolverton Road have been discounted as untrue. The works have been carried out already, with further works expected adjacent to 'The Old Hare and Hounds'.

##### b) Borough Councillor W Lovegrove reported:

- 4 x 4 owners had been seen removing 'road closure' signs outside recent works in Baughurst Road
- Bark chippings – Veolia may supply – Clerk to investigate
- Heath End Hall – have carried out a recent tree survey, involving some felling and remedial work, to be expedited soon
- Strong petitioning continues to save the oak tree in New Road, due to be felled

##### c) Borough Councillor M Bound reported:

- Planning – two planning applications to be heard by DC on 9<sup>th</sup> December relating to Baughurst, one in Inhurst Lane and the other in Baughurst Road, the first recommended for refusal and the second for approval
- Had taken part in a member briefing yesterday (25<sup>th</sup>) relating to an outline planning application for a warehouse distribution site adjacent to junction 7 of the M3 that ostensibly will provide, on site, around 1300 jobs and Borough wide many more
- Had also taken part in a Zoom meeting yesterday lunchtime with Citizens Advice Tadley; their annual AGM, where we heard of the great work that they have managed to carry on with during the Covid pandemic, mostly through working from home
- This evening had attended a members' briefing entitled 'Smarter Working', where it was explained to Members the future direction that the Borough would like to take in terms of getting the most out of their buildings in Basingstoke, and factoring in things like 'home working' that has come very much to the fore of late, and which the Borough thinks will continue into the future
- As Members we were yesterday informed of the sad death of Cllr Anne Court, member for Kempshott, who died on the 24<sup>th</sup>. Some of you here might have known Anne through DC. When I first joined the Council Anne was Chair of the committee and up until her death, was Vice Chair.



- As always, he continues to deal with residents' concerns within the ward
  - BDBC is considering closing Parklands, and refurbishing Deanes to be more 'green' and energy efficient.
- d) Basingstoke and Deane Association of Parish and Town Councils
- Meeting held the same night as this meeting
  - BDBC Play areas – 31 rural councils are affected by the recent decision to charge them annually at £500 per playground, for weekly inspections. This affects approximately half of the electorate of the borough. Play areas within Basingstoke town will continue to be inspected for free, which represents dual taxation for rural dwellers. A formal consultation is urged, and it is hoped that a grant application situation may result for both this, and for litter collection.