

DRAFT

**BAUGHURST PARISH COUNCIL
Minutes of a meeting held on Thursday 23 March 2023
7.30 pm, Heath End hall**

PRESENT: Cllr M G Slatford (Chairman), M Charlton, R Clark, R Cockle, C Cooper, N Fletcher, J Hewitt, M Higson, S E Terrett
Also present: 1 member of the public
Apologies for absence: Cllr G Porter (ill health), and County Councillor D Mellor
In attendance: Mrs P J Waterfield, Clerk to the Council

289. **Minutes of the meeting of 23 February 2023** (copy herewith)
The Minutes of the meeting of 23 February 2023, copies of which had been circulated, were taken as read and approved after the following amendments: further background on the proposed petanque court; names of quoting contractors to be advised to Council; meetings with officers in connection with S106 and CIL payments.

290. **Signing of Declarations of Acceptance of Office**
These were signed by Cllr N Fletcher and M Higson.

291 **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.

292. **Matters arising from the Minutes of 23 February 2023**

- Deeds – Pineapple field and Poplar corner applications have been received by Land Registry, who have advised some delay before processing can take place. 5 other areas are also to be submitted once proof of care of the land is provided.
- The Withies – BDBC asked to submit dates for a meeting
- War Memorial – information still awaited from BDBC
- Best Practice – Working group to investigate further **(Cllrs CC,NF, RCI) ACTION**
- Leaf sweeping – no further information received from BDBC or Borough Councillors
- Pineapple field plans – to be collected during the coming week
- Pineapple gully cleansing – had been carried out successfully
- Wolverton field planings – £100 agreed for additional works to be carried out, plus hire of equipment
- Memorial bench – due for delivery imminently
- Bus shelters – response required from contractor regarding removal of labels
- Cost of living project – linked with Kingsclere PC
- Annual Parish Meeting – change of one speaker, now Colin Grenville
- Litter picking equipment – had arrived, and stored with Cllr Cockle
- Youth forum - no longer applicable
- Tree database – in progress
- Logo – no further information
- Long Grove specification – Clerk to contact original installers

292. **County, Borough, Police and BDAPTC reports**
Reports noted in the Appendix

293. **Open Forum**
A member of the public raised several suggestions regarding the welcoming of people to meetings, and involving the community. He also made various comments regarding the strategy of the Parish Council.

294. **Planning**
a) to receive the latest planning applications

23/00668/HSE	The Rectory, Crabs Hill, Wolverton Road	Erection of 1.8m high fence to boundary of The Rectory with Crabs Hill Road, including	No objection
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		rebuilding gate posts and gate to entrance of building	
23/00166/ROC	Lantern Cottage, Browning Hill	Variation of conditions 1 and 3 of 18/00327/HSE to include construction of a rear dormer, addition of a tiled crown roof to rear extension, painting of existing brickwork on white and installation of cladding to gable ends of existing dwelling (retrospective)	No objection
23/00578/AGRM	Woodside, Wolverton Common	Erection of wooden shelter for purpose of forestry and drying of timber	No comment. (Cllr Cockle declared an interest)
23/00571/FUL	Papine, Baughurst Road	New build 3 bed chalet style bungalow within part of the garden of the existing property – amended plans (amended to accurately reflect the revised application).	Objection
T/00093/23/TPO	Tibbles, Wolverton Common	Fell 1 small holly tree	No objection (Cllr Stalford declared an interest)

b) Decisions by BDBC:

23/00417/HSE	6 Conifer Close	Single storey rear extension	Approved
23/00013/HSE	11 Pinewood Close	Single storey side/front extension	Approved
22/02613/FUL	Land at Inhurst Lane	Single dwelling	Refused
22.03265/PIP	Land at Wolverton Plants	Permission in principle for residential development of a minimum of 1 and a maximum of 2 dwellings	Approved
22/00860/LBC and 22/00794/HSE	Browns Farm, Baughurst Road	Alterations to farmhouse, erection of rear extension following demolition of existing rear extension. Alterations and extension to barn, extension to store building. Construction of swimming pool.	Approved

b) Any other matters

21/02061/PIP Moyglare Farm Appeal made

295. **Finance**

- a) Financial statements – the latest statements were received and approved
- b) Approval was given to payment of maintenance contractor's workbook

296. **Councillor vacancy**

BDBC had given approval for the vacancy to be filled by co-option.

297. **Sustainability**

The first meeting of the Sustainable Baughurst group had taken place, with a further meeting to be held on 29 March 2023 at Heath End hall. A report was received. A ceiling of £200 was agreed towards administrative costs. The group is hoping to work with other similar organisations in the immediate vicinity. Progress is being made with the website.

298. **Training**

Approved for: 3 x Introduction of Planning; 3 x Local Plan policy; 1 x Knowledge and Core Skills. Cllr CC to share training slideshow with Cllr MH.

ACTION CC

299. **Playing Fields and Open Spaces Committee**

- a) **General**
 - The Withies

Agreed that quotations are received for the felling of the holly and oak tree, both of which lie on land which is considered to lie within the ownership of this Council. Agreed that a meeting date should be agreed to discuss the remainder of the proposed beautification scheme which lies on land owned by BDBC, but administered by this Council.

- Overgrown vegetation on path

Cutting back carried out successfully on pavement on Brimpton Road between Woodlands Road and Wellington Crescent – meeting to be arranged with Community Welfare organiser. Those paths on Council land identified for clearance will be carried out in the near future.

- Land at junction of Woodlands Road and Brimpton Road

Appointment to be organised with BDBC Landscape Architect with a view to improving the area with Community Infrastructure Levy monies.

- Siting of benches on Council land, and accompanying Policy

Commemorative Benches and Trees Policy was adopted.

- Art in the Open

Working party to be set up to investigate further, with a view to consultation. **Working party: Cllrs RCI, CC and SET).**

- Proposed Open Spaces Maintenance Programme

Concept to be considered by Open Spaces committee.

- Temporary cooption of Councillors to committee

Agreed to defer until May Annual Meeting of Council.

b) **Pineapple field**

- Tariffs 2023-2024

Agreed at £89 per month for Calleva Youth FC, and £20 for occasional use (per day).

- Petanque Court

Agreed hire of field and pavilion, at a cost of £20 per day. If the offer is accepted, various conditions are to be met, and a new contract drawn up.

c) **Wolverton field**

- To receive quotations for removal of old bark chippings and disposal; replenishment of new hard wood chippings (Cllr Cockle declared an interest)

Agreed:

- i. the lowest quotation of £6,068.32, including weed suppressant membrane, is accepted, from Vitaplay.
- ii. the lowest quotation for supply of bark chippings of £46 per cubic metre accepted, from CPA Horticulture.
- iii. Approval for spreading of the chippings at rear of field to be obtained from landowner of adjacent land. (Cllr Slafford declared an interest).
- iv. Thanks were recorded to Cllr Cockle for his work.

d) **Long Grove**

- To receive quotation for metal plates, Springer, following damage

Agreed that quotation for £344.68.95 should be accepted.

- To consider provision for patching repairs, Long Grove

BDBC to be asked for specification for the replacement of grass matting at the Supernova and 3-way springer. Once received, specification to be drawn up.

d) **Tree Survey corrective works, and trees**

Agreed that resubmission of the quotations should be asked of tendering contractors, following a variety of reasons, including the emergency removal of one of the trees within the specification which has already fallen. **ACTION RCo**

- Trees on land at Wellington Crescent and Heath End Road

Agreed that these should be regularly maintained.

- Removal of failing branch, 95 Long Grove

Approval given to payment.

e) **Community Infrastructure Levy and S106 arrangements**

- To consider expenditure under CIL

At this point of time, expenditure currently agreed to be made against the cost of improvements at the junction of Woodlands Road and Brimpton Road.

- To consider possible schemes which may attract S106 monies

Working party to consider schemes. **Working party: Cllrs RCI, RCo and CC**

f) **Litter and flytipping**

Litter and flytipping in privately owned areas continues to be a problem. Working party to consider options to address the problem. **Working party: Cllrs RCI, CC and MGS**

- To receive report from meeting with BDBC litter operatives

- An updated list of those bins which BDBC collect on a weekly basis on a Monday was received. It is understood that they also collect on a Friday from the Old Forge shops, several of which lie on private land.
- BDBC were to look at replacing the broken bin outside Gourmet Queens café at Old Forge shops.
- As a favour, they also collect from a few bins which lie on our Council land.
- It is understood that, although their team randomly litter pick in the immediate areas around those bins, they do not undertake a complete walk of the estate, collecting litter. It was agreed that we would continue to use the services of our maintenance contractor to undertake this service, and that we would ask them to collect those bags which he fills from a mutually convenient spot to be arranged.
- It is also understood that the litter grant offered by BDBC many years ago no longer exists.
- Clerk offered to put BDBC in touch with the current owner of the Old Forge shops regarding litter at Old Forge.
- BDBC agreed to look at the provision of a new litter bin outside the rear entrance to The Hurst School (off Long Grove)
- BDBC agreed to look at the scenario for litter collection etc to the rear of Highworth Cottages, Stokes Lane, on land which is owned by BDBC, and to come back to us.

Suggested that:

- Collection of litter by contractor to be made on a different day, if possible
- Identification of litter collection routes by contractor to be made
- Possibility of green waste to be disposed of by chipper
- Possibility of setting up an account with Staceys Ltd (at £70 per trip) for disposal of green waste locally
- Thin strip of land owned by this Council to the rear and left of Old Forge car park to be added to litter collection

300. **Highways and Rights of Way**

a) To receive report of Footpaths Committee

- Bridleway 6 - Some works had been carried out, but the task is not yet completed.

b) 'Don't lose your way' scheme

Timeline:

- 2021 Clerk had made initial submission of some new identified paths to HCC, but had been advised that the scheme had been handed to The Ramblers' Association to spearhead and organise.
- Submission made to The Ramblers' Association, who had responded advising they were unable to take any submissions at that point.
- 2022 Footpaths Committee identified further paths for possible submission, and agreed to ask the public for any that they may wish to identify. This was advised in the Parish newsletter, and also on the website.

Paths included in the submission:

1. Path running to left of Long Grove play area **
2. Path running from 56/58 Long Grove to garage block **
3. Path running from 81 Long Grove to 14 Long Grove **
4. Path running from 8 Pinewood through to Portway spur, and south towards Mornington Close hammerhead, and right towards Wellington Crescent spur **
5. Path running from Wellington Crescent spur to land left of Mornington Close **
6. Path running from Mornington Close spur along rear of houses in Heath End Road, towards Old Forge shops **
7. Path running from 64 Portway to Fair oak Way hammerhead **
8. Paths running from Fair oak Way left hand hammerhead through to garage blocks, right to Portway spur, and left to Woodlands Road **
 - extend Bridleway 1 to B3061 at parish boundary, and to the right to Heath End Road – **application to be made**
 - Sandford Woods – to consider all the walked paths within the woods, liaising with Ashford Hill parish, in whose parish they also lie, and to determine which are worthy – **Ashford Hill PC are willing to work to a common goal**
 - To consider the linkage of Footpaths 18 and 19, where a narrow gap needs to be bridged to enable a circuit to be made – **Clerk to contact landowner**
 - Ewhurst Park – to consider the opening up of old paths, especially those which would enable horse riders to complete a circuit – **formal application made 6 years ago**
 - Ewhurst Park – to apply for extension of existing FP42, which ends at the wood boundary, leading

nowhere. This could be extended to the highway – **application to be made**

- Path running from 105 Long Grove to Forest Close, and to link with FP3 to the left of Long Grove spur hammerhead – **application to be made**

- Clerk also to investigate current status of this Council's application to register the path which lies to the left of The Withies as a public right of way.

Agreed that all those marked with ** (1-8) are urban tarmac/concrete paths lying on Parish Council owned land, and are therefore unlikely to be adopted as rights of way.

c) Footpath 21

Path lies on land owned by HCC, and is maintained by them. The condition of the path when wet was reported in 2022, and will be reported again.

d) Footpath 10

Clerk had contacted HCC Rights of Way team on several occasions, but had not had the courtesy of a reply. County Councillor is to be asked again for a response.

e) Footpaths Walk 7 (incorporating public rights of way Nos 32, 31, 29, 28 and 33)

Agreed that the amendments for this document are accepted, and linked to the website. Editorial rights granted to creators.

f) Footpaths Walk 13 (incorporating public rights of way Nos 5, 6, 7 and 9)

Agreed that the amendments for this document are accepted, and linked to the website. Editorial rights granted to creators.

g) Footpaths Walks on the website

As well as being downloadable, it is hoped, if Council agree, to have a 'living' page on the website. CC and RCo to be permitted to speak with Hugofox regarding the electronic possibilities available to them.

301. **Newsletter**

The draft version was received, reviewed and amended. With further small amendments yet to be made, it was approved for printing. The lower of two quotations for printing was accepted at £180.27.

302. **IT Working Group report; Terms of Reference and proposed Email policy**

A brief demonstration was given to show the advantages of using OneDrive with a common file where all pertinent papers will be stored, with communal read access by all councillors. It was agreed that the Clerk as a key stakeholder should be involved in the structure of the filing system, and that RCo and CC would arrange a meeting with the Clerk. It was agreed that this should be trialled, with CC and RCo having write-access to enable this to happen. Terms of Reference were approved, and use of Microsoft Forms for planning responses agreed. It was also agreed that the working group should be allowed to contact Hugofox with the aim of identifying best use of the website for IT communication purposes. The responsibility for the website remains with the Clerk. Email Policy to be further considered.

303. **Neighbourhood Plan**

Agreed that this should be further debated at the next full meeting of Council, once a budgeting plan is available. £500 was agreed as a contribution towards the exercise.

304. **Accounts for payment**

Profit and Loss Statement 23 March 2023

Income			Expenditure	
£			£	
Precept	50,000.00		Administration	34,028.00
Grant – grass cutting	5,434.00		Grants (CIL)	5,000.00
Interest	106.00		Free 2p	850.00
Pineapple field	1,306.00		Chairman's allowance	40.00
			Pineapple field	4,,405.00
Grant – Remembrance Day	360.00		Grass cutting	4,300.00
Jubilee income	2,419.00		Fencing	3,276.00
CIL	5,240.25		Trees	12,720.00
Newsletter income	100.00		Defibrillator	1,260.00

	£64,965		Other Open Spaces payments	20,949
			Jubilee	2,515.00
			Highways	549.00
Profit/loss on 3 month	-£20,522			£85,487

Balance Sheet as at 23 March 2023

	£		£
Balance b/fwd	126,449.00	Current Account	5,237.00
		Less: unrepresented	14,298.00
Profit/Loss on 3 month	-20,522	Premier Account	50,152
		Petty Cash	39.40
		Reserve Account	64,796.94
	£105,927		£105,927

To pay:

Balance per bank statements as at 23 March 2023

Regency	Payroll March	17.00 + 3.40
HCC	Pension March	343.59
Clerk	Salary and allowance March	1263.47
Tesco	Mobile contract March	7.50
Microsoft	Office 365 March	11.28
Inland Revenue	Tax and NI March	330.07
Hugofox	Silver March	19.99 + 3.99
Heath End Hall	Storage room hire	300.00
A D Gibbs	Hedgecutting, Wolverton field	185.00
Vision ICT	Email hosting x 2	36.00 + 7.20
A D Gibbs	155 hrs maintenance and extras	1666.25
	Inspections and tip fees	604.99
Nash Trees	Rear of 95 Long Grove	895.00 + 179.00
Stanley Electrics	Pavilion repairs	136.00 + 27.20
Nash Trees	Brimpton Road vegetation clearance	450.00 + 90.00
Amazon	Litter picker, ring and bags	12.96 + 2.17 15.95 + 2.49 8.68 + 1.45
C Murphy	Defibrillator installation	100.00

Budget versus Actual March 2023

	Year to date	Forecast	Year end forecast	Budget	Variance
INCOME					
Precept	£50,000			£50,000	£0
Bank interest	£106			£20	£86
Pineapple field	£1,306			£1,400	-£94
Grant – grass cutting	£5,434			£5,200	£234
Grants	£360			£500	-£140
Jubilee income	£2,419			£0	£2,419

Newsletter	£100				£100
CIL	£5,240				£5,240
Total receipts					
	£64,965	£0	£0	£57,120	£7,845
Tree survey from reserves					
Total					
	£64,965	£0	£0	£57,120	£7,845
EXPENDITURE					
General Administration	£31,390			£30,000	£1,390
Grants				£1,500	-£1,500
Playing fields and open spaces	£27,747			£22,000	£5,747
Pineapple field	£4,270			£1,000	£3,270
Highways and rights of way	£549			£500	£49
Chairman's allowance	£40			£200	-£160
Churchyards, War Memorial				£2,500	-£2,500
Free 2p	£850			£0	£850
Defibrillator					
CIL	£5,000			£5,000	£0
Jubilee	£2,515			£0	£2,515
Total expenditure	£72,361	£0	£0	£62,700	£9,661
Surplus/deficit (from reserves)					
	-£7,396	£0	£0	-£5,580	-£1,816

Reserves

Playing fields and open spaces breakdown

Grass cutting				£4,300	
Vitaplay inspection and maintenance				£5,000	
Trees - maintenance				£5,000	
Tree survey and works				£10,000	
A D Gibbs				£5,000	
The Withies				£500	
General maintenance				£5,000	
Total	£0	£0	£0	£34,800	

305. Date of next and future meetings

The next meeting of the Parish Council will be the Annual Parish meeting, open to all, to be held on Thursday 20 April 2023, 7.30 pm, Heath End hall. The next full meeting of Council will be held on Thursday 27 April 2023, 7.30 pm, Heath End hall. The date of the June meeting is to be changed from Thursday 22 June 2023 to Thursday 15 June 2023, Wolverton village hall.