



**MINUTES OF THE ORDINARY MEETING OF
BAUGHURST PARISH COUNCIL
HELD ON THURSDAY 11th January 2023
AT HEATH END HALL AT 7.30PM**

BAUGHURST PARISH COUNCIL MEMBERS

	In Attendance	Apologies	Absent
Cllr Charlton (Chairman)	✓		
Cllr Cockle	✓		
Cllr Clark	✓		
Cllr Cooper	✓		
Cllr Fletcher	✓		
Cllr Hewitt	✓		
Cllr Higson	✓		
Cllr Mamon (Resigned)		✓	
Cllr Porter	✓		
Cllr Slatford	✓		
Cllr Terrett		✓	

ALSO IN ATTENDANCE: Karen Ross- Locum Clerk and 2 members of the public

- 116 To receive and accept apologies for absence**
RECEIVED and ACCEPTED apologies for absence from Councillor Terrett due to sickness.
- 117 To receive and note any declarations of pecuniary interest relevant to the agenda**
RECEIVED no any declarations of pecuniary interest relevant to the agenda
- 118 The approve as a correct record the minutes of the Baughurst Parish Council meeting held on 30th November 2023**
APPROVED as a correct record the minutes of the Baughurst Parish Council meeting held on 30th November 2023.
- 119 To receive any reports and open the meeting to the public**
There were two members of the public in attendance who presented details on a planning application which they intend to submit to Basingstoke and Deane Borough Council.
- 120 To note the current financial situation and the reconciliation of the Bank Balance**
RESOLVED that the current financial situation and the reconciliation of the Bank Balance will be approved at the next meeting once Alpha has been updated.



121 To approve the request for payments for December 2023 and January 2024

APPROVED the request for payments for December 2023 and January 2024.

Attached as Appendix A

NOTED that the Hampshire pension exit payment has been requested.

122 To approve the Budget

APPROVED the Budget as detailed in Appendix B

123 To approve the Precept

APPROVED as £56,000 on a majority vote of 8 FOR with 1 AGAINST

124 To consider the role of RFO

RESOLVED to appoint Karen Ross as Responsible Finance Officer until 30th April 2024 and increase the hours worked to 13 hours per week with immediate effect.

125 To note the minutes of

- **Minutes of the 108th AWE Local Liaison Committee Meeting on Thursday 9th November 2023**
- **The General Purposes committee on 9th November 2023 and consider any resolutions therein**
- **Playing Fields and Open Spaces Committee Meeting held on 7th November 2023 and consider any resolutions therein**

NOTED Minutes of the 108th AWE Local Liaison Committee Meeting on Thursday 9th November 2023.

NOTED the General Purposes committee on 9th November 2023

RESOLVED to approve the resolutions except all Councillors will submit their top 3 projects to the Clerk for co-ordination rather than scoring them.

NOTED Playing Fields and Open Spaces Committee Meeting held on 7th November 2023

126 To approve

- **The Grievance Policy**
- **The Disciplinary Policy**
- **HR Committee Term of Reference**

APPROVED

- The Grievance Policy
- The Disciplinary Policy with 8 FOR with 1 ABSTENTION
- HR Committee Term of Reference



127 To approve that the following functions are devolved to the ICWG

- **Arrange the Annual Parish Meeting**
- **Work on the Spring Newsletter**

APPROVED that the following functions are devolved to the ICWG

- **Arrange the Annual Parish Meeting**
- **Work on the Spring Newsletter**

128 To note the Local Plan update

NOTED Regulation 18 consultation from Monday 22 January until Monday 4 March.

129 To consider the following planning Application

129.01 23/02890/FUL

Folly Farm Kingsclere Road

The erection of a 'Food Enterprise Centre' building (Use Class E) with associated car parking.

Baughurst Parish Council has no objection

129.02 23/02559/FUL

Oaktree Farm B3051 Brimpton Common Reading Berkshire

Erection of a replacement barn as part field-shelter and part hay store.

Existing field shelter and poultry sheds to be removed

Baughurst Parish Council has no objection

129.03 23/02204/FUL

The erection of a new dwelling

The Old Schoolhouse Baughurst Road

This application does not address the previous concerns raised by the Parish Council therefore there is an objection to this application.

129.04 23/03074/AGPD

Land At Holly Field Ewhurst Park

Construction of barn and water tank

Due to the concerns of the Parish Council, there will be a request that this should become a full application

129.05 23/03101/FUL

Inhurst Farm House Wolverton Road Baughurst Tadley Hampshire

Erection of oak framed owners room with viewing area over

Baughurst Parish Council has no objection

130 To note the following Appeal

Planning Ref: 21/01372/FUL

BDBC Appeal Ref: 23/00050/REF

Inspectorate Appeal Ref: APP/H1705/W/23/3327297

Land South West Of The White House Bishopswood Lane

Erection of a new dwelling

NOTED



131 To agree the date of the next meeting

AGREED as 22nd February 2023

132 Admission to meeting to pass a resolution in accordance with the public bodies (Admission to meetings) act 1960 to exclude the public and press from the remainder of this meeting as publicity will be prejudicial to the confidential nature of the business.

RESOLVED to pass a resolution in accordance with the public bodies (Admission to meetings) act 1960 to exclude the public and press from the remainder of this meeting as publicity will be prejudicial to the confidential nature of the business.

132.01 To consider staffing matters

Employment of New Clerk

RECEIVED an update.

RESOLVED to carry out a leaflet drop with a job advert up to a cost of £250 with first interviews being conducted on Teams by Councillor Hewitt, Councillor Clark, Councillor Fletcher and Karen Ross as Clerk.

Clerk/RFO

RESOLVED Karen Ross will continue to be employed as Clerk up to 30th April 2024 with be an option for a rolling contract after this date.

RESOLVED that overtime up to 8 hours will be paid for the uploading of data onto Alpha on a majority of 8 FOR with 1 ABSTENTION

Banking

RECEIVED an update

RESOLVED that Councillor Cockle would be approved as a full signatory with Councillor Hewitt and Councillor Slatford approved as on line users

AGREED that Councillor Cooper will continue to make the payments via Lloyds Bank and be authorised to transfer funds between the bank accounts.

Thank you went to Councillor Cooper for all his hard work on the Accounts

ACAS Reconciliation

COMPLETED

There being no further items for discussion the meeting closed at 9.40pm



Appendix A Budget

BAUGHURST PARISH COUNCIL BUDGET 2023/2024 YTD and Budget 2024/25 GPC 9/11/23							4.6%
Items	2023/24 Budget	2023/24 YTD	Committed to March 2024	Planned to March 2024	2023/24 Year End Forecast	2023/24 Variance	2024/25 proposed budget
INCOME							
Precept	£ 54,000	£ 54,000	£ -	£ -	£ 54,000	£ -	£ 56,000
Bank interest	£ 20	£ 2,637	£ -	£ 2,100	£ 4,737	£ 4,717	£ 3,329
Pineapple field	£ 1,400	£ 801	£ 267	£ -	£ 1,068	£ -332	£ 1,068
Grant – grass cutting	£ 5,400	£ 5,488	£ -	£ -	£ 5,488	£ 88	£ 5,488
Grants	£ 500	£ 1,399	£ -	£ -	£ 1,399	£ 899	£ 500
CIL/S106	£ 5,000	£ 13,734	£ -	£ -	£ 13,734	£ 8,734	£ -
Other	£ -	£ 2,853	£ -	£ -	£ 2,853	£ 2,853	£ -
VAT reclaim	£ -	£ 2,514	£ -	£ 2,219	£ 4,733	£ 4,733	£ -
Total receipts	£ 66,320	£ 83,426	£ 267	£ 4,319	£ 88,012	£ 21,692	£ 66,385
EXPENDITURE							
General Administration	£ 32,000	£ 26,071	£ 4,610	£ 300	£ 30,981	£ 1,019	£ 27,625
Grants	£ 2,000	£ 1,509	£ -	£ -	£ 1,509	£ 491	£ 5,000
Playing fields and open spaces	£ 34,800	£ 23,829	£ -	£ 9,229	£ 33,057	£ 1,743	£ 37,167
Pineapple field	£ 1,000	£ -	£ -	£ 1,000	£ 1,000	£ -	£ 1,046
Highways and rights of way	£ 500	£ -	£ -	£ 500	£ 500	£ -	£ 523
Chairman's allowance	£ 200	£ 146	£ -	£ 54	£ 200	£ 0	£ -
Churchyards, War Memorial	£ 2,500	£ -	£ -	£ -	£ -	£ 2,500	£ -
S137 Spend	£ 2,000	£ -	£ 700	£ 1,300	£ 2,000	£ -	£ 2,000
Other Projects	£ -	£ 674	£ -	£ -	£ 674	£ -674	£ -
CIL/S106	£ 5,000	£ -	£ -	£ 9,798	£ 9,798	£ -4,798	£ -
VAT	£ -	£ 4,733	£ -	£ -	£ 4,733	£ -4,733	£ -
Total expenditure	£ 80,000	£ 56,962	£ 5,310	£ 22,181	£ 84,453	£ -4,453	£ 73,361
Excess Income/Expenditure	-£ 13,680	£ 26,464	-£ 5,043	-£ 17,861	£ 3,560	£ 26,145	-£ 6,976
Surplus/deficit (from reserves)	£ 113,864				£ 117,424	£ 3,560	
Reserves	Prior Year	2023/24 YTD	Planned change to March 2024	2023/24 Year End Forecast	2023/24 Variance	2024/25 proposed reserves	
HCC Pension	£ 25,000	£ -	-£ 25,500	£ 500	-£ 25,500	£ -	
CIL	£ 20,567	£ 13,734	-£ 9,798	£ 24,503	£ 3,936	£ 12,503	
Church Yard, War Memorial	£ -	£ -	£ -	£ -	£ -	£ 2,500	
Contingency (2/3 precept)	£ 33,333	£ 2,667	£ -	£ 36,000	£ 2,667	£ 37,333	
Equipment replacement and upgrade	£ -	£ -	£ -	£ -	£ -	£ -	
Unallocated Reserves	£ 34,964	-£ 2,667	-£ 376	£ 31,921	-£ 3,043	£ 21,112	
Total	£ 113,864	£ 13,734	-£ 35,674	£ 91,924	-£ 21,940	£ 73,448	
Playing Fields and Open Spaces Breakdown of key expenditure	2023/24 Budget	2023/24 YTD	Committed to March 2024	Planned to March 2024	2023/24 Year End Forecast	2023/24 Variance	2024/25 proposed budget
Grass cutting	£ 4,300	£ 2,204	£ -	£ -	£ 2,204	-£ 2,096	£ 4,948
Vitaplay inspection and maintenance	£ 5,000	£ 1,203	£ -	£ 400	£ 1,603	-£ 3,397	£ 5,146
Trees - Maintenance	£ 5,000	£ 6,360	£ -	£ 2,000	£ 8,360	£ 3,360	£ 4,000
Tree survey and works	£ 10,000	£ 2,800	£ -	£ -	£ 2,800	-£ 7,200	£ 10,000
A D Gibbs	£ 5,000	£ 2,699	£ -	£ 1,329	£ 4,028	-£ 972	£ 2,979
The Withies	£ 500	£ -	£ -	£ 3,000	£ 3,000	£ 2,500	£ 4,864
General Maintenance	£ 5,000	£ 11,363	£ -	£ 2,500	£ 13,863	£ 8,863	£ 5,230
Total	£ 34,800	£ 26,629	£ -	£ 9,229	£ 35,857	£ 1,057	£ 37,167
Playing Fields and Open Spaces Committee Budget							
EXPENDITURE	2023/24 Budget	2023/24 YTD	Committed to March 2024	Planned to March 2024	2023/24 Year End Forecast	2023/24 Variance	2024/25 proposed budget
Grass cutting	£ 4,300	£ 2,204	£ -	£ -	£ 2,204	-£ 2,096	£ 4,948
Vitaplay inspection and maintenance	£ 5,000	£ 1,203	£ -	£ 400	£ 1,603	-£ 3,397	£ 5,146
Trees - Maintenance	£ 5,000	£ 6,360	£ -	£ 2,000	£ 8,360	£ 3,360	£ 4,000
Tree survey and works	£ 10,000	£ 2,800	£ -	£ -	£ 2,800	-£ 7,200	£ 10,000
A D Gibbs	£ 5,000	£ 2,699	£ -	£ 1,329	£ 4,028	-£ 972	£ 2,979
The Withies	£ 500	£ -	£ -	£ 3,000	£ 3,000	£ 2,500	£ 4,864
General Maintenance	£ 5,000	£ 11,363	£ -	£ 2,500	£ 13,863	£ 8,863	£ 5,230
Pineapple field	£ 1,000	£ -	£ -	£ 1,000	£ 1,000	£ -	£ 1,046
Highways and rights of way	£ 500	£ -	£ -	£ 500	£ 500	£ -	£ 523
Churchyards, War Memorial	£ 2,500	£ -	£ -	£ -	£ -	-£ 2,500	£ -
CIL/S106	£ 5,000	£ -	£ -	£ -	£ -	-£ 5,000	£ -
Equipment replacement and upgrade	£ -	£ -	£ -	£ -	£ -	£ -	
Total expenditure	£ 43,800	£ 26,629	£ -	£ 10,729	£ 37,357	-£ 6,443	£ 38,736



Appendix B

Payment Requests

Payments to be approved by Council

Already Presented

	Net	VAT	Total
Regency Payroll	£18.69	£3.74	£22.43
Hugo Fox - web site support	£19.99	£4.00	£23.99
Tesco Mobile	£8.58	£0.00	£8.58
Wolverton Village Hall	£39.50	£0.00	£39.50
K Ross Payroll	£693.26	£0.00	£693.26
K Ross Expenses Nov 23	£9.90	£0.00	£9.90
Roots Landscaping	£120.00	£24.00	£144.00
HMRC Nov 23	£14.99	£0.00	£14.99
HMRC Dec 23	£188.39	£0.00	£188.39

Unpresented

	Net	VAT	Total	Allocation	
idverde - August grass cutting	£521.08	£104.22	£625.30	Grass Cutting	Hold
idverde - September grass cutting	£521.08	£104.22	£625.30	Grass Cutting	Hold
Rialtas - Alpha Financial Software and Installation	£699.40	£139.88	£839.28	Other Spend	
Expenses - RCo - Keys for Pineapple Field	£14.00	£0.00	£14.00	General Administration	
Heath End Village Hall - Room hire	£36.00	£0.00	£36.00	General Administration	
Viking - Keyboard, Mouse, printer paper	£71.88	£14.38	£86.26	General Administration	
Viking - Seagate 1TB back-up device	£45.94	£9.19	£55.13	General Administration	
Payroll - Jan 24	£693.26	£0.00	£693.26	Salaries & Associated	Est
PAYE - Jan 24	£188.39	£0.00	£188.39	Salaries & Associated	Est
Settlement	£4,750.00	£0.00	£4,750.00	Salaries & Associated	

Unpresented Total **£7,912.92**