

BAUGHURST PARISH COUNCIL
Minutes of a meeting held on Thursday 15 June 2023
7.30 pm, Wolverton Hall

PRESENT: Cllrs M Charlton (Chairman), M G Slatford (Vice Chairman), R Clark, R Cockle, C Cooper, N Fletcher, M Higson (fr2), G Porter, S E Terrett
 Also present: County Councillor D Mellor and 1 member of the public
 Apologies for absence received from Cllr J Hewitt, Borough Councillors (BDBC) M Bound and K Morrow
 In attendance: Mrs P J Waterfield (Clerk)

31. Minutes of the last meeting

The Minutes of the meeting of 11 May 2023, copies of which had been circulated, were approved.

32. 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.

33. Matters arising

- BDBC Landscape Architect had not been contacted recently regarding area between Woodlands Road and Brimpton Road
- All rights of way issues had been reported to HCC
- Neighbourhood Plan – recent application for designation of Baughurst Parish as a Neighbourhood Area has now been approved, which enables the process to move forward
- Wasing Park – music festival – organiser was unable to attend the July meeting of Council

34. County, Borough, BDAPTC and Police reports (see Appendix 1)

35. Open forum

A resident gave an overview of his proposed planning application, explaining full details of the project, and responding to questions posed by councillors.

36. Planning

a) to consider recent planning applications

23/00066/FUL	68 Portway	Attached dwelling following demolition of annexe	Objection (Cllr Higson declared an interest and left the room for the debate)
23.01280/FUL	Springfield Farm, Wolverton Common	Certificate of lawfulness for existing use of agricultural workers' dwelling as a private residential dwelling	No comment
23/01258/FUL	The Hurst School	Creation of a 3G artificial turf pitch	No objection
23/01429/FUL	The George and Dragon, Wolverton Townsend	3 dwellings with associated parking, turning, private amenity space, landscaping and creation of new access on Wolverton Townsend	Objection
23/01400/RET	Land south of Church Lane, Wolverton	Retrospective application for removal of condition 8 of 21/00125/ROC to add gates to the access of the site	No objection

b) Decisions by Basingstoke and Deane Borough Council

23/00668/HSE	The Rectory, Wolverton	Erection of a 1.8m high fence to the boundary of The Rectory with Crabs Hill Road, including rebuilding gate posts and gate to entrance of dwelling	Approved
21/01372/FUL	Land South West Of The	Erection of a new dwelling	Refused

	White House Bishopswood Lane		
T/00093/23/TPO	Tibbles, Wolverton Common	Fell one small holly tree	Approved
23/00745/FUL	86 Long Grove	Dropped kerb and vehicle access to driveway	Approved
22/02673/FUL	Land adjacent Gibbys Farm, Browning Hill	Phased erection of 2 detached dwellings with new vehicular access and associated parking	Approved

37. **Finance**

- a) The Receipts and Payments ledger was received and noted.
- b) The Profit and Loss statement and Balance sheet was received, and discrepancy noted. Clerk, RCo and internal auditor to investigate further
- c) Noted that £4,388.45 CIL (Community Infrastructure Levy) payment had been received from BDBC. Agreed that monies to be moved from Lloyds Treasurer's account to BDBC savings account.
- d) Payment agreed of £710.52 for insurance for year 2023-2024

38. **Playing Fields and Open Spaces**

- a) to receive and approve Open Spaces Committee minutes 6 June 2023

RECOMMENDATIONS AGREED:

- Open Spaces Maintenance programme - acceptance in principle, but with further discussion to ensue regarding a proposed budget for the works to be resolved, and also to gather volunteers before monies are expended. Suggested that three areas are initially cleared – The Withies; rear of Hurst School and one other yet to be decided. Also agreed that the Forms mechanism for capturing information regarding volunteers is used. Noted that many safeguarding and insurance requirements exist for volunteers who are children; minors between 16-18, and especially for those who are unaccompanied by adults.
 - Basingstoke and Deane Strengthening Communities Grant Scheme
 - Cllr Cooper may, on this occasion, have discussions with the BDBC Strengthening Communities Grant scheme group to ensure that the application is eligible and can be tailored to meet the group's needs.
 - Tree Survey Remedial works
 - The lowest quotation of £2,800 + VAT (Nash Trees) was agreed. Further discussions ensue regarding the next survey, for those trees which had not been recently inspected, and also the sequence of inspections, currently every 5 years. Cllr Terrett designated responsible Councillor.
 - Fallen whitebeam, No 0424 – removal agreed at £150.00.
 - Overhanging vegetation, opposite 1-6 Wildwood- agreed that quotation of £250.00 + VAT is accepted. Specification given as: reduce overgrown privet and laurel hedging to a finished height of approximately 2m. Side back front side to beyond the footpath kerb edging. Cut material to be disposed of.
 - Land behind 75 Long Grove (flytipping) – Clerk's proposed letter in response to query agreed for approval.
 - Delegated powers – agreed that Playing Fields and Open Spaces committee becomes an executive committee by assuming delegated powers to carry out its remit. Noted that financial restraints would need to be considered.
- b) Other matters pertaining to Open Spaces
 - Grass cutting – Idverde had re-mown the grassed areas, which had been cut unsatisfactorily, without further charge
 - Litter bins, Old Forge shops, Heath End – Clerk had marshalled shopkeepers, Borough Councillors and members of the public to make a collective complaint to BDBC, who had cleared the entire collection of discarded and overflowing refuse bins
 - Memorial bench – contractor had advised that the bench could not be re-sited, because of underground fixings
 - Quotations to be sought for replacement A Frame, cradle swing bay, Wolverton Field
 - c) Sustainable Baughurst – report received
 - d) Trees –

- quotations to be received for Tree 497 (right of 74 Woodlands Road) for cutting back of foliage overhanging garden. Contractor to advise whether removal of two of the four trunks would be acceptable.
- Quotations to be received for remedial works to 0423 and 0425, adjacent to Brimpton Road and Wellington Crescent

e) Strengthening Communities Grant scheme

BDBC had advised that this scheme is not entirely compatible with this Council's current strategy. Agreed that application of a new scheme, to be released in July, should be considered at the July meeting.

39. **General Purposes**

RECOMMENDATIONS AGREED:

a) Standing Orders revision

Agreed that these are reviewed again, incorporating possible changes to:

- Adding the provision of Working groups and their Terms of Reference
- The number of councillors on each committee to remain the same, with the same quorum, with the change that any councillor can attend, debate and vote
- Appointment of Chairman to a Committee by that Committee
- Days of notice required for presentation of motions for an agenda of any Council meeting, and also submission of papers
- Process for draft minutes – Chairman of meeting to review draft minutes; minutes to then be circulated to committee members, followed by presentation to full Council

b) Items for consideration by the Annual Meeting of Council to be reviewed at General Purposes in February each year, and ratified at the Annual Meeting of Council

- In an election year, delivery by the Chairman of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chairman of the Council of his acceptance of office form unless the Council resolves for this to be done at a later date – resolved
- Confirmation of the accuracy of the minutes of the last meeting of the Council – resolved
- Receipt of the minutes of the last meeting of a committee (Not applicable as no meetings held recently)
- Consideration of the recommendations made by a committee (as above) – resolved
- Review of delegation arrangements to committees, sub-committees, staff
- and other local authorities; Review of the terms of reference for committees; (in progress)
- Appointment of members to existing committees- resolved
- Appointment of any new committees in accordance with standing order 4; (not applicable)
- Review and adoption of appropriate standing orders and financial regulations – resolved
- Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses – resolved
- Review of representation on or work with external bodies and arrangements for reporting back (Representation is resolved, with verbal reports), subject to recommendation below)
- In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future (not applicable this year)
- Review of inventory of land and other assets including buildings and office equipment; (Asset Register) – resolved
- Confirmation of arrangements for insurance cover in respect of all insurable risks; (currently in 2nd year of 3 year cover)
- Review of the Council's and/or staff subscriptions to other bodies - resolved
- Review of the Council's complaints procedure – resolved
- Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (see also standing orders 11, 20 and 21);
- Review of the Council's policy for dealing with the press/media – to be addressed. Production of a policy for dealing with the press and media to be produced by Integrated Communications Working Group.
- Review of the Council's employment policies and procedures - to be addressed. Production of employment policies to be lead by NF with assistance from Clerk. Grievance policy and procedure and disciplinary policy have been provided in BPC format from HALC.
- Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence. (Receipts and Payments monthly ledger)
- Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council – resolved

c) Motions put forward

- Agreed that an amended motion, delegating full powers to Playing Fields and Open Spaces Committee to act on behalf of Council and to spend up to its budget (including CIL monies) as it sees fit, and to appoint contractors to carry out works, is accepted **in principle**, subject to supply and approval of the Terms of Reference.
- Agreed that Playing Fields and Open Spaces should meet at least every 3 months to manage their work.
- Agreed that Footpaths Committee is subsumed into Playing Fields and Open Spaces Committee, to give attention to walks and footpaths.
- Agreed that Playing Fields and Open Spaces Committee establishes a working group for documenting walks in the parish.
- Agreed that Terms of Reference are documented and proposed at the July 2023 Council meeting
- Agreed that a working group is set up for Sustainable Baughurst to become the link between this group and Council until such time that SB can operate alone
- Agreed that Council sets up a working group to coordinate management of the Neighbourhood Plan for Baughurst and to recommend to the Council how the plan is implemented. Terms of Reference are to be documented and proposed at the July meeting
- Agreed that financial regulations are revised and placed before Council as soon as possible to clarify changes to delegated powers of committees.
- Agreed that Council requires each representative of Council on an external body operate to Terms of Reference to define the purpose of the representation, key areas of interest for the Council and Council reporting requirements. Terms of Reference are to be documented and proposed at the July meeting
- Agreed that a new OneDrive structure of the Council cloud-based share will be created, alongside the existing Council share, to enable councillors and the Clerk to easily share files. The OneDrive share (rather than Sharepoint) will be set up, access rights established and processes agreed with the Clerk prior to it being made available to councillors. Support to be given to RC and contractor's information to be advised.
- Agreed that the Council trials a process of allowing individuals to update specific website pages in its website structure. The ITWG and ICWG should decide which pages require to be updated and who has the responsibility for the update. A process for editorial control will be addressed by the ICWG in the light of findings.
- Agreed that Council reviews its use of tools for financial reporting, its subsequent training requirements and its approach to publishing financial information, and that a task force is established immediately to consider current reporting requirements. Working Group to be convened; Terms of Reference are to be documented and proposed at the July meeting.
- Agreed that Council reviews its current arrangements for IT support and requests that the current arrangements are made available to councillors and members of the ITWG.

d) ICWG Working group report and Terms of Reference

Received and agreed.

e) Email Policy

Received and agreed.

f) Best Practice Working Group Terms of Reference

Received and agreed.

g) Attendance with stall at Hurst School fete

Agreed.

40. **Highways and Rights of Way**

No issues reported.

41. **Open forum**

- Code of Conduct training with BDBC to be organised for August 2023.
- Excessive noise from pumping station, Woodlands Road, had been reported
- Flytipping noted at garage block, Long Grove. BDBC to be notified.

Appendix 1

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

a) County Councillor D Mellor

- HCC have advised how £14.2m of additional funding will be used to help local households struggling with cost of food and energy prices, and will work closely with other local organisations. This is broken down into various allocations.
- Greening campaigns - £0.5m of National Lottery funding has been awarded to the Greening Campaign, with support from HCC. This includes improving energy efficiency, reducing CO2, and general improvement of sustainability.
- Fostering – HCC are launching a new campaign to encourage residents to consider fostering an unaccompanied asylum-seeking child.
- Buses – 9 bus routes have secured funding totally £3.5m from HCC, protecting their services for the next 4 years. Baughurst is unaffected, and will continue as normal. Passenger levels are still below pre-pandemic levels. The Government has extended the £2 bus fare cap to the end of October 2023, rising to £2.50 until November 2024.
- Rural verge cutting – HCC have begun their seasonal grass cutting programme, working with Plantlife UK to ensure their work promotes biodiversity. For safety reasons, there are some areas where roadside grass still needs to be mown to maintain adequate visibility and sightlines.
- Hampshire Minerals and Waste Plan consultation – summary report of responses can be seen on their website.

b) Borough Councillor M Bound

As you know, I was successful in May for the ward of Tadley North, Kingsclere & Baughurst on Basingstoke & Deane Borough Council, joining Councillors Morrow and Rhatigan in representing the ward. Matters arising within wards do not tend to be political and I fully expect to be working with my fellow councillors in looking after the interests of residents.

I have been a Borough Councillor in the past but served the smaller ward of Tadley North & Baughurst; the new ward is much larger in area with more parishes. I will endeavour to attend your parish meetings as often as I can and even if I am not able to I will submit a report.

Since being elected I have attended a number of Borough arranged training sessions for councillors. As a councillor you serve on various committees and before you can do this some committees require that you brush up on your knowledge for already serving councillors or, for new councillors, be introduced to what you will be doing on that committee and how the committee operates. I am on DC (planning), Scrutiny, reserve on Licensing and the Manydown Overview Committee. I am also a Borough representative on the AWE Local Liaison Committee. Since being elected I have attended DC and IT training. In the near future I will be doing Licensing, Heritage and GDPR training.

The make-up of the Council obviously changed as a result of the elections with the Conservatives losing control; the new council is now run by a joint administration formed from Basingstoke Independents, Labour and Liberal Democrat groupings. The largest single grouping remains the Conservative council group. The budget for the 2023/4 year was agreed at Council back in February and as I understand it the new administration will be working within that budget even if some priorities might vary.

For my part, residents will be my priority and I have already had many interactions with people who have sought my assistance in just the few weeks since being elected. As councillors we can't affect great change or even help everybody who comes to us for assistance but throughout my term I will endeavour to assist where I can and listen to what residents and town and parish councils tell me are the important issues.