

DRAFT

BAUGHURST PARISH COUNCIL Minutes of a meeting held on Thursday 28 November 2019 7.30 pm, Heath End Village Hall

PRESENT: Cllrs M G Slafford (Chairman), C Curtis, C Grenville, G Porter, P R S Postance, S E Terrett, R T Ward
Also present: Borough Councillors M Bound and W Lovegrove
Apologies for absence received from Cllr J Hewitt; G Hetherington and A Sciarretta and County Councillor D Mellor
In attendance: Mrs P J Waterfield, Clerk to the Council

71. **Minutes of the last meeting**

The Minutes of the meeting of 24 October 2019, copies of which had been circulated, were taken as read and approved.

72. **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.

73. **Matters arising from the Minutes of the last meeting**

(62) Speedwatch

New batteries had been purchased, and a replacement key for opening of the cabinet supplied free of charge by the provider. Stratfield Saye PC are considering hire of the SID machine from December. The Baughurst coordinator has been taken ill and has currently stepped down from the role. Hopes were expressed for his speedy recovery. Volunteers sought as a temporary replacement in the interim.

(62) Bus shelters

A quotation had been received from the provider for replacement polycarbonate at a cost of £650 per shelter, in comparison with a quotation for cleaning of each shelter at £135 per shelter. Agreed that further information relating to the cleaning materials and process used should be sought.

(62) BDBC – marking the death of a senior national figure

Discussed in General Purposes Committee (below)

(62) Defibrillator

Discussed in General Purposes Committee (below)

(62) Remembrance Sunday

The outdoor service had proceeded satisfactorily, although teas and coffees were provided, with thanks, by Baughurst Scout and Guide Group rather than the Hall. HCC had refunded the £25 paid for the display of large poppies on lamp posts.

(62) Tree surgery

The two ash trees in Brimpton Road had been felled during the second week of November.

(62) Councillor vacancy

One candidate had come forward, and would be considered under Confidential item.

(66) Wheathold

Chevrons had been put in place, but still no signage. Clerk had chased, and provided County Councillor with reference number for his input.

(66) Bridleway 5

Debris had been cleared and site secured.

(66) Crabs Hill

Repairs are still awaited.

(65) Newsletter

Copies of the newsletter had been sent out within the Parish.

(65) Vision ICT – statutory changes to websites

This had proved to be unnecessary, and BDBC had undertaken to investigate any such provision as and when applicable.

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

a) County Councillor D Mellor reported:

- Highways has been very busy with the record September to November rainfall and focussing on gullies etc.
- With PIP and the problems Basingstoke and Deane Borough Council has had, as it is below its 5 year land supply quota and hence being hit by many small developers, more objectors are seeing an adverse comment from HCC Highways as a means to an end.
- The Dragon Patchers are now scheduled to be in Ramsdell Road, Wolverton Road and some of the B3051 on Little Knowl Hill this week; their schedule too has been offset by the deluge of rain.

b) Borough Councillor W Lovegrove reported:

- He felt the Remembrance Day service had been successful, and thanked the Clerk for her efforts in helping to make it so.
- A disabled parking bay is to be established at 46 Portway.
- He had attended the funerals of George and Davina Hood, ex mayors of Basingstoke and Deane.
- Noted the Mayor's Carol Service at St Michael's church, Basingstoke.
- Sainsbury's are spending £21k on flytipping on their own site, and CCTV cameras had been suggested as a possible solution.
- Plans are being considered by BDBC for a temporary replacement ice rink.
- Tadley Town Council have committed to climate change policy, and are carrying out studies into air monitoring, cycle ways and planting of trees, and will share the outcomes with this Council.
- The application on Reading Warehouse site has been approved.
- The application for a LIDL store in Tadley is being heard at West Berkshire on 4 December.

c) Borough Councillor M Bound reported:

- Will be taking a tour with BDBC refuse lorries in early December.
- Had attended a poorly attended mental health meeting.
- BDBC Housing and Homeless Strategy – only 2 homeless people in the Borough currently.
- Had attended a Tadley Community liaison lunch, where local volunteers have opportunity to showcase their chosen venture, and hope to attract other volunteers. The occasion was also to mark the leaving of both Chair and Vice Chair of Tadley Citizens Advice.
- The proposed Manydown site is progressing slowly, but it is thought outline planning permission will be made in the near future.

d) Police

Baughurst and Tadley North

Youths were reported climbing on the roof of The Hurst Community College, causing damage. Wall lighting was also damaged in St Stephen's Church, Baughurst. The Community Safety Patrol officers have been asked to patrol the area around Wigmore Park and Bishopswood Court, together with PCSO Edwards. In October we saw a reduction in reported anti-social behavior (ASB), and on one occasion, seized cannabis.

Kingsclere, Headley and Ashford Hill

There were no residential burglaries reported this month but a commercial premises off the A339 near Wolverton was broken into. Power tools and petrol were stolen. Fuel was also stolen overnight from a parked lorry in Ramsdell Village Hall.

We received reports of anti-social behavior around St Mary's Church, where someone tampered with the bell ropes and left litter in the church. There were also reports from several landowners of vehicles driving onto farmland in the area. The occupants were seen getting out and looking at outbuildings, and other suspicious behaviours.

75. **Open Forum**

The candidate for the councillor vacancy was invited to ask questions of Council, and raised the subject of the community emergency plan. Baughurst's plan exists, and is on the website. It is linked to Hampshire County Council when coordinating responses.

76. **Planning**

a) to receive and consider the latest planning applications

19/02935/HSE and LBC	Church Farm, Browning Hill	Two storey side extension and removal of tiling to front elevation	No objection
19/03065/LBC	Corner Cottage, Wolverton Road	Structural works to enable the retention of chimney stack to the east elevation	No objection
19/02871/LBC	Baughurst House	2 x dormer windows to east elevation	No objection
19/03099/LBC	Ham Farm, Ham Lane	Strengthening work to the existing timber roof structure	No objection
19/03077/GPDE	Little Acres, Brimpton Road	Single storey rear extension (permitted development notification)	Not consulted

b) Decisions by BDBC

19/02172/HSE	Kylmore, Wolverton Road	Two storey side extension with rear Juliet balcony following demolition of existing garage and car port	Approved
19/02624/HSE	43 Long Grove	Single storey rear extension	
T/00334/19/TPO	6 Heathrow Copse	T1 oak; T2 oak cut back over extended limb, remove deadwood and ivy	Approved
19/02255/FUL	West View Farm, Baughurst Road	Two dwellings	Refused

c) Any other matters

- Rural housing – BDBC to be asked whether they would be prepared to include the site within the Cabinet plan for delivering affordable homes in the borough.
- BDBC Settlement Questionnaire – response had been made.

78. **General Purposes Committee** – to receive report

a) Operation London Bridge

After further consideration, it was agreed that this Council should host a joint meeting with all interested parties in the community regarding arrangements following the death of a prominent member of the Royal Family. BDBC had been consulted regarding their proposed arrangements, and their expectation of parishes doing likewise, but our original plans fall in line with theirs. It is possible, should a Service of Remembrance be held at St Stephen's, a book of condolence may well be appropriate.

b) Speedwatch

The SID machine has not yet resided at the Clerk's home for a number of valid reasons. The purchase of new batteries had been made, as the machine showed signs of failing after a few hours. It was not thought that any outings had been made for Baughurst recently. Clerk advised that Stratfield Saye will shortly be hiring the machine for an initial period of 4 days hire.

c) Defibrillator

Some information had been received from one company offering a reduced price for parish councils for a) the unit itself and/or b) the case, at an approximate cost of £1300. This compares with others on the market. Agreed that two other quotations would be required. South Coast Ambulances had confirmed that the siting of defibrillators was of no consequence, but were not asked whether they would maintain or approve the particular model thus far identified. Tadley TC to be asked whether the unit outside King's DIY belongs to them, and, if so, how it is maintained. It was suggested that La Capanna may be prepared to site the unit, and also suggested that, if for sole use of those using the Pineapple field, only the unit would be needed, and not the housing.

d) Cooption process

Clerk had failed to find any notes on past cooption processes, but it was identified that NALC defined the process post-2010, and it has been adopted within this Council's standing orders since.

e) Planning

The recommendation in July, that a planning application should only be considered once the application has been received by BDBC, was approved by full Council. However, the planning training seminar, attended by various members of Council, had identified that BDBC positively approved pre-consultation of such applications by parish councils by the applicants. Agreed that this should be reviewed again by the new parish council in May 2020. In the interim, applicants may put forward their views within Open Forum, and any comments from Council will be recorded within the item of Planning on the agenda.

f) Bridleway 1

Agreed that the prepared Deed of Dedication, of the formal re-routing of the bridleway, is made at full Council, and signed.

g) **Statutory policies and regulations**

The following were all agreed for approval, after minor amendments:

- Code of Conduct
- Health and Safety policy
- Safeguarding policy
- Complaints procedure
- Financial regulations
- Standing orders
- Financial risk assessment
- Asset register

h) **Pensions Seminar (Confidential Minutes)**

i) **Budget 2020 – 2021**

Recommended that the following budget is accepted:

2018/19	Items	2019/20 YTD Budget	2019/20 YTD Actual	2019/20 Predicted	Predicted 2020/21
	INCOME				
45683	Precept	47000	47000	0	48500
34.00	Bank interest	30	14	16	35
1481	Pineapple field	1328	874	454	1340
5489	Grant – grass cutting	5400	5274	0	5200
500.00	Grants	500	370	0	500
39.38	Booklets sale	0	0	0	0
0	Speedwatch hire	500	0	0	0
615	Insurance claim	0	0	0	0
53841	Total receipts	54758	53532	470	55575
	EXPENDITURE				
26771	General Administration	27000	17773	9227	28000
0	Grants	4000	3300	0	4000
	Grass cutting	3800	3440	600	4000
3816	Vitaplay inspection and maintenance	6000	84	5660	5000
7838	BDBC weekly maintenance	0	0	0	1000
680	Trees	2000	1075	1710	15000 **
5252	A D Gibbs	5000	2447	1000	5000
2923	General maintenance	3000	540	500	4000
780	Pineapple field	300	75	200	300
865	Highways and rights of way	2000	300	300	2000
80	Chairman's allowance	80	80	0	80
0	Churchyards, War Memorial	0	0	0	0
425	WW1 payments	0	0	0	0
0	Defibrillator	0	0	0	1800**
50485	Total expenditure	53180	29114	19197	55180
2996	Receipts less payments	1578	24418	18727	395
	Total predicted expenditure for year 2019/20	£48311			
	Total predicted income for year 2019/20	£54003			Current predicted surplus of income over expenditure year 2019/20
					£5692

Earmarked Reserves

15000	2020 marks the start of the five year cycle for tree surveys – arboricultural report needed – possible cost £5000 + cost of remedial works
7200	Remedial tree surgery
1800	Possible consideration to be given to defibrillator £1800
25000	Possible consideration to be given to earmarking reserves for £25k approx. pension exit penalty should Clerk retire and new Clerk not admitted to HCC pension scheme

1000	BDBC have indicated that they may charge for weekly safety inspections of play areas, at £1000 pa.
5500	Replacement log rope and Amazon units £5500

£55500

j) Precept 2020/21

Recommended that a precept of £48,500 is requested.

79. **Finance**

a) Financial report

The latest financial report was received and noted.

b) To receive the proposed Budget

The budget was agreed as above.

c) Parish Grants and Precepts 2020/21

Agreed that a precept of £48,500 should be made.

d) Annual rent renewal, Wolverton field

Agreed that annual rent of £150 should be made.

e) Hurst prize

Agreed that a donation under the Chairman's allowance of £40 should be made.

f) Printer

Clerk had experienced problems with the printer, which had involved an online visit from our IT specialist. Agreed that a compatible toner cartridge should be purchased at a cost of £49.50.

80. **Highways and rights of way**

a) Snakey Lane

- HCC to be notified again of blocked gullies opposite Malthouse Farm.
- HCC to be notified again of blocked gullies at Crabs Hill.
- Prospective closure of B3051 and alternative routing noted.

b) Deed of dedication, BR1

The Deed of Dedication for variation of BR1 was signed.

81. **Playing fields and Open Spaces**

a) Land rear of Hurst Community College

Agreed maintenance contractor should be reminded of need to clear bramble, nettle etc.

b) Damage, Long Grove play area

Damage to the seat, gate closers and multiplay unit had been reported to Police. Vitaplay had provided one half of the quotation for repair, and that for the gates is still awaited.

c) Poplar tree, Lakelands

Tree contractor carrying out adjacent works had reported this to be potentially dangerous. Quotation to be received for its removal.

d) Play equipment maintenance

Noted that there is a possibility that BDBC may, in the future, charge for their weekly inspections. Clerk had asked BDBC to confirm a) the day of inspection b) how soon afterwards any safety defects are reported and c) whether they know when any changes may be implemented. Clerk agreed to check BDBC's inspection website on a weekly basis. Borough Councillors asked to feed back to BDBC the problems relating with decisions affecting this Council which follow the date set for setting of Precept for parishes.

e) Wolverton play area

Multiplay unit is in need of paint and repair to wooden slats. Vitaplay to be asked for a quotation for repair. This has been recorded in their quarterly report, but under 'low' in terms of desirability of repair.

f) Land adjacent to Hurst Leisure Centre – to sign lease

The formal engrossed version of the Lease was signed.

81. Accounts for payment

Received: HCC refund poppies £25 Bank interest £;3.56; Calleva £84.00

To pay:

Balance per bank statements as at 26 November 2019

Regency	Payroll November	14.50 + 2.90
Sir George Brown Trust	Annual rental, Wolverton field	150.00
Regency	Payroll December	14.50 + 2.90
Vitaplay	Inspection July	84.00 + 16.60
	Inspection October	84.00 + 16.60
J Hewitt	50m + £8.60 parking	39.60
HCC	Pension November	394.24
	Pension December	394.24
Inland Revenue	Tax and NI November	262.99
	Tax and NI December	262.99
Clerk	Salary and allowance November	1130.88
	Salary and allowance December	1130.88
Tesco	Mobile contract November	7.50
	Mobile contract December	7.50
Clerk	Postage, newsletter	146.40
Microsoft	Office 365 November	17.60 + 3.52
	Office 365 December	17.60 + 3.52
Business Stream	Pavilion November	5.00
	Pavilion December	5.00
A D Gibbs	187 hrs + materials	2447
M J Events	Remembrance security	288.00 + 57.60
BDBC	Printing, newsletter	174.81
C Martin	Newsletter delivery	120.00
SEB	Pavilion	49.43 + 2.47
M Slatford	22m + £3.00 parking SID batteries	£16.22 £46.28
HCC	Hurst Prize	£40.00

Current Account	8484
Premier Account	71571
Petty Cash	260
BDBC	<u>48618</u>
	128933
Less; unrepresented	<u>6790</u>
	122143
Add: balances R&P	<u>33143</u>
	<u>155286</u>

82. Date of next meeting

The next meeting of BAUGHURST PARISH COUNCIL will take place on **Thursday 16 January 2020, 7.30 pm**, Heath End Hall.

83. **Confidential Minutes** (Pension scheme, Councillor vacancy)

83. **Confidential Minutes** (General Purposes)

a) Hampshire Pension Scheme

The Chairman gave a brief overview of the seminar, where it related specifically to this Council. Currently, the Clerk is enrolled in the Hampshire County Council Pension scheme, where the contributions sit in one 'pot' of other councils and similar bodies. There are other 'pots' relating to different areas of employment – education, hospitals, fire service, etc.

As the Clerk is the sole employee, should she leave the scheme, and her replacement is not placed into the Hampshire scheme, this Council would need to pay an exit penalty (currently £22,678) on leaving the scheme. This would not need to be paid should the new Clerk be placed in the Hampshire scheme. Council would have three years from the Clerk's departure to implement a decision.

The deficit payment which Council have been paying monthly since 2014, in order to boost the 'pot' to an acceptable standard, will disappear from the next financial year, although Council contributions will rise to 18.9%, 22% and 21.4% over the next three years. Despite this, there should be a reduction in this Council's overall contribution.

Agreed that the sum of £25,000 should be placed in earmarked reserves for future use.

b) Councillor Vacancy

Matthew Russell was co-opted as the new Councillor for Wolverton Ward.