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BAUGHURST PARISH COUNCIL
Minutes of a virtual meeting held by Zoom on Thursday 14 May 2020
7.30 pm

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

1. Election of Chairman and signing of Declaration of Acceptance of Office

Cllr M Slafford was unanimously retained as Chairman of Council. He read the Declaration, but the signing will need to await a physical meeting of Council.

2. Election of Vice Chairman

Cllr J Hewitt was unanimously retained as Vice Chair of Council.

3. Apologies for absence

Apologies were received from Cllr C Curtis and M Russell, and County Councillor D Mellor.

4. 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.

5. Minutes of the meeting 19 March 2020 (copy herewith)

The Minutes of the meeting of 19 March 2020, copies of which had been circulated, were taken as read and approved.

6. Matters arising from the Minutes of 27 February 2020

- Speedwatch – Stratfield Saye
No further action as a result of Covid-19 coronavirus
- Bus shelters
BDBC had been in initial contact, but no further action as a result of Covid-19 as above
- Defibrillator
Calleva had been asked whether they would be prepared to take weekly responsibility for the machine, but no reply had yet been received.
- Long Grove vandalism repairs
Vitaplay had been asked to carry out the repairs, but no further action has thus far been taken.
- Elections and Pensions training
Both events had been cancelled courtesy of Covid-19.

7. Matters arising from the Minutes of the meeting of 19 March 2020

- Coronavirus
System is working well, although there is still a hard-core of councillors who do not respond to the voting system. Government legislation now allows for virtual meetings via a medium like Zoom in the short term, until normal service can be resumed. This Council has acted as a conduit between members of the public and a number of organisations who have been able to support the vulnerable, shielding, etc.

- Litter collection

Under the current circumstances, the volunteer is not in a position to collect litter. The regulations state: Litter picking should be restricted to only where there are wide verges or pavements, suitable for pedestrians, and should be carried out facing oncoming traffic. It is essential that volunteers are visible to road users. For that reason, hi-visibility waistcoats must be worn and litter picks should only take place in clear daylight. Volunteers should not attempt to clear litter from the carriageway.

- Playing Fields and Open Spaces Committee

All to be found in the recent committee meeting minutes.

- Land at Frith Farm

BDBC are not sending out enforcement officers during the pandemic unless of category 1 High Importance

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

a) Report by County Councillor D Mellor:

- Highways: Dispatched the Highways report for last month and this was good reading. In Baughurst, the red markers on the website map depicting potholes etc were replaced with 'Job Completed' markers as Highways eventually- after initial social distancing and manpower issues- got to grips with the damage from the rainy December to March period. Light traffic assisted but the investment on more new Dragon Patchers, funding to assist with contractor use etc is now put to good use. The March budget announcement re the additional monies for 'potholes' across the country is something for the future as HCC do not know how much will be granted. Suffice to say, Hampshire has 5200 miles of road and 2800 miles of footpaths, yet our share of these national budgets always seems to be linked to the population rather than the size of the county. This being pursued both locally by myself and with Central Government. Again, the success is down to good online reporting from the outset as only then can Highways prioritise the work.
- There appears to be over £100M of road projects under way - .M27, Stubbington By Pass, Buckskin Flood Scheme, Thornycroft roundabout at the end of the A339/340 and of course the start of Manydown and the upgrading of the A34 is not far away. Still no progress re the A339 as HCC and West Berkshire and their consultant draw up plans.
- Coronavirus: The Hampshire Hospitals including Basingstoke/North Hants have all performed well with the virus; HCC Public Health activity has meant there was no PPE crisis in the hospital and care homes locally although with some of the latter being effectively private non medical units that would normally not order PPE, there were some scrambles for gear.
- HCC received over 8000 calls for assistance and the Central Government funding, assistance from the locally based military with delivery, ongoing HCC catering organisation were all able to meet requests for food etc., although latterly, due to local community activity and the supermarkets prioritising access and slots for home delivery, demand has lessened, no adverse feedback. Of course, the HCC/BVA scheme working with BDBC was also very useful. The Central Government CBILS Grants were distributed by BDBC, Test Valley.
- Bus uplifts declined by 85%; as Hampshire has repeatedly had growth in public transport - a rarity compared with the always declining performance in other shires, the impact on us is heavier. Some services were cut with little impact. Now being restored.
- HWRC- Wade Road is now functioning with strong discipline between 10 and 4 pm. Of very local interest is that the WB DC Newtown Road tip is expecting to open this week; the ANPR advice sent out in Feb/March re Wade Road is not being enforced during the coronavirus pandemic but residents who have not yet applied should do so
- Schools: Demand from key workers for children to attend school were low; 3% being an approximate figure with some schools less than 1.5%. However since Easter, attendance has picked up with a figure of approximately 6000 attending last week throughout the County. Local schools have all been able to accommodate the children in their area at R level; 92% getting first choice . No problems again.

- HCC: All meetings continue to be virtual but system working well. Majority of office staff are working from home.
 - Devolved County Councillors Budgets, normally operative from June to February, were made available from April, there being no local elections this year. If there are any local charities needing any help, let me know. The website updates on this at all times.
- b) Report by Borough Councillor W Lovegrove:
- BDBC had closed all village halls and centres until further notice
 - The current Mayor will be in post for a period of two years instead of one, as a result of the Covid-19 pandemic
 - Planning applications continue to arrive and be processed
- c) Report by Borough Councillor M Bound:
- All BDBC meetings had been cancelled, although the next meeting will be trialling with Zoom
 - Plans to give each Councillor a pot of money (£2000) to donate to worthy local causes has been put on hold
 - Some BDBC owned/controlled sports facilities will open this week, in response to the slight relaxation of Covid-19 regulations
 - Development Control meeting is due to take place virtually on 20 May

9. **Open forum**

Items raised by members of the public included concern over obstruction of Right of Way No 49, coupled with a disregard for public safety, and the ignoring of planning regulations. A resident gave a detailed background of the criteria which had prompted his planning application for an additional dwelling in the countryside.

10. **Planning**

- a) to receive and consider the latest planning applications

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|-------------------------------|--|--|--------------|
| 20/00899/PIP | Land at OS Ref 455711 Wolverton Road, Wolverton Common | Permission in principle for residential development for 5 residential units (Cllr Stalford declared an interest) | No objection |
| T/00128/TPO | 6 Heathrow Copse | Fell 7 oak trees, T1-7 | Objection |
| 20/00828/OUT | Land adjacent to Gibbys Farm, Browning Hill | Outline application for 2 dwellings with associated parking with all matters reserved save for access | No objection |
| 20/00874/HSE and 20/00875/HSE | Long Meadow, Axmansford | 2 storey rear extension, alterations to roof, removal of porch and erection of replacement bay window. Extension to existing conservatory. Replacement garage with store above following demolition of existing garage | No objection |
| 20/00632/FUL | Springfields, Baughurst Road | 2 dwellings with associated parking and access | Objection |
| 20/00839/FUL | Land adjacent to Kiteshill, Wolverton | 1 x 2 bed dwelling and detached garage with associated amenity space | Objection |
| | | | |

- b) Decisions by BDBC

| | | | |
|--------------|----------------------------|-----------------------------------|----------|
| 20/00572/FUL | Gibbys Farm, Browning Hill | 1 dwelling and associated parking | Approved |
|--------------|----------------------------|-----------------------------------|----------|

- c) Enforcement issue of litter at Church Lane, Wolverton, had been resolved.
d) Training for councillors to be investigated once restrictions are lifted.

11. To confirm appointment of representatives

| | |
|-------------------------------|--|
| HCC Footpaths | Cllr P Postance |
| BDBC Road Safety | Cllr C Grenville |
| Public Transport Liaison | Cllr P Postance/Cllr R T Ward |
| AWE Local Liaison | Cllr G Hetherington |
| Heath End Hall | Cllr J Hewitt |
| BDAPTC | Cllr M G Slatford/G Hetherington |
| CAB | Cllr J Hewitt |
| Loddon Valley Day Care Centre | Cllr M G Slatford |
| Age Concern | Cllr G Porter |
| Cheque Signatories | Cllrs J Hewitt, P R S Postance, M G Slatford, S E Terrett, Clerk |

133. To confirm appointment of committees

| | |
|--------------------------------|--|
| Footpaths | Cllrs A Sciarretta, C Grenville, J M Hewitt, G Hetherington, P R S Postance, S E Terrett |
| General Purposes | Cllrs C Curtis, J M Hewitt, F Langley, P R S Postance, M G Slatford, S E Terrett |
| Playing Fields and Open Spaces | Cllrs C Curtis, M Russell, G Hetherington, G Porter, M G Slatford, S E Terrett |

12. Finance

a) Financial report

The latest financial report was received and noted.

b) to consider grant aid, Heath End Hall

Grant aid of £500 was approved. (Cllr Hewitt declared an interest and left the room).

c) to consider renewal of insurance

Approval given at a ceiling of £1700, but investigation to be made of the change in premium following a recent claim, despite a 3 year long term agreement.

d) to consider renewal of NALC/HALC membership

Approval given to renewal of membership at £493.15 and £144,79 respectively.

13. Playing fields and Open Spaces

a) to receive report of meeting of 5 May 2020

- Bark chippings

Despite an email and a telephone call, no further response had been received from the supplier. Agreed that Clerk would continue to try and make contact, and also to identify another possible supplier of the same material.

- Fencing, Heath End Road junction

A response had been received from County Councillor D Mellor, advising that there were several items outstanding in the immediate area requiring County response. This included damage to the fence and the adjacent large traffic sign. There had also been a report of a falling tree (and an overhanging tree as reported by Mr Jones of 2 Birch Road opposite the fallen fence). Trees are handled by the Arborists; traffic signs by Highways etc., and once those two had actioned, it appears that the fence issue had disappeared from the County file. He had resubmitted and asked for a response to the original request.

- Long Grove safety surfacing

Agreed that Clerk should apply to the Good Exchange for funding for the replacement of the safety surfacing. In doing so, also agreed that three quotations should be received for carrying out the work. Following a quotation for jet washing the full site and equipment of £835, contractor had been asked whether any other treatment would effectively work in removing moss and algae, but no response received as yet.

- Bus shelter, Woodlands Road

The broken side panel had finally been replaced.

- Bollards, hammerhead 105 Long Grove

Local individual contractors do not appear to want the work, so agreed that Clerk should ask for quotations from larger/less local companies. County Councillor Mellor to be asked whether a proportion of the grassed area lies within the County's remit.

- Vitaplay contract

Vitaplay had agreed to run their contract with us indefinitely, until more is known about that which BDBC will be offering in terms of their weekly inspection service, at a cost of £500, and which had previously been free. Clerk had contacted BDBC Grounds Maintenance Manager with regard to this offering, but had thus far not received a response.

- Lantra Awards Basic Tree Survey

This course had been cancelled due to coronavirus, but will be run again in the future. Our insurers are to be asked whether a person who has completed the course would be acceptable to them in terms of determining the condition of trees, sufficient to compare with a recognised arboricultural expert.

b) **Pineapple field**

Calleva Football Club had requested a grant of £250 towards drilling and seeding of the field this summer. Clerk had visited the pavilion recently and found all to be in good order, although the inside walls were dingy. Agreed that this is agreed, and Calleva to be asked to clean the inside of the pavilion, and, in future, to take away the contents of the litter bins sited there.

c) **Open Spaces Plan**

The site walkabout plan (below) was considered, and a map showing the position of the proposed works supplied.

a) Site walkabout- area from The Withies and the Heath End bus shelter to Woodlands Road on 6th March, 2020

i) General Principle

Where possible, undergrowth and trees to be cut back 2 metres from footpath, with one or two exceptions. Beyond this, and before the grassed areas, a screen of low bushes and trees to be maintained and ditches cleared. In all areas, remove ivy. It is realised that in this survey several trees are likely to be felled, but if we want to implement a viable plan this must be done – it will also save felling in the future as most are interfering with a neighbour, leaning, etc.

ii) Particular Suggestions

- Area 17 – The Withies. Clear out bushes on grass leading to The Hawthorns. By the pond, thin the holly. Clear trees near Heath End sign and remove 2 trees nearer the corner. By the Memorial remove 2 large hollies and those on Heath End Road side. Create an entrance over the ditch.
- Area 1 – from Poplar Corner. Clear out shrubs and oak tree (397). Prune chestnut (398) where overhanging at low level.
- On north side of footpath, clear saplings, etc. to allow ground cover to flourish and open up vista. Around the Bus shelter, remove (383) and clear out holly.
- Remove trees 379 & 378 and fir tree between 379 and 380.
- On south side of footpath, clear saplings, etc. and remove trees 385, 386, 389, 392, 393 & 394.
- Remove 2 conifers near tree 380 towards houses.
- Around trees 409 and 412, thin out and remove 409 (part of 410?).
- Remove trees 413 and 416. Tree 474 remove major limb.
- Remove tree (470).

- Remove holly on corner of Wellington Crescent and clear the corner
 - On the other side of Wellington Crescent, remove trees (430, 431 & 435).
 - Near tree (430) on the roadside, keep the beech shrub.
 - Remove tree (454) and coppice small trees behind.
 - Between Wildwood Drive and Hazel Green, if it is our responsibility, keep the colourful shrubs
 - but remove laurel.
 - Remove 'half' of tree (769), if 'ours'.
- iii) Issues resulting from the discussion:
- Clerk to supply Land Registry map showing extent of land owned by 18 Hazel Green. County Councillor Mellor also to be asked to check whether the strip of land in question falls within County remit
 - Land between The Withies and The Hawthorns – owned by BDBC, but maintained by this Council. Some discussion ensued regarding the mowing of the area, where it is believed that an adjacent resident was given permission to mow the area, although still included in the contract for the maintenance contractor.
 - The map is to be further expanded to show actual pictures of those areas requiring either remedial work or felling
 - A more detailed explanation is to be supplied regarding the reasoning behind the proposals (ie aesthetic rather than essential)
 - Agreed that it would be useful to plot the trees on Parish Online, and organisation who carried out the original tree surveys to be asked for digital copy
 - The proposals to be circulated within the Parish Newsletter, destined to go out later in the year
 - Agreed that cutting back of vegetation along the length of Brimpton Road to 2 metres should be carried out immediately, and Clerk to organise quotations
 - Agreed that apple tree at junction of Heath End Road and Wellington Crescent should be pruned

d) Tree Survey quotations

Two companies had returned quotations, both of which including the cost of obtaining an up to date Ordnance Survey licence. As above, the original digitised plan of all the trees would save this expense, and the original contractor to be asked for a copy. It was noted that the original specification only tagged trees with a girth of 1 foot, and in the past 5 years some have now grown to that width and will need to be added.

BDBC had been asked whether they conduct tree surveys on the land they own, and which we maintain, but no response received as yet.

Our Ordnance Survey licence has expired and will need to be renewed by the contractors, between £310 and £350 plus VAT for a 12 month licence. Using our original plan supplied by our original contractor:

Applicant 1:

- Survey
- Report with schedule of recommended works to reduce any identified hazards to an acceptable level
- Plan indicating locations of numbered tagged trees requiring work
- Total cost £6000 + VAT

Applicant 2:

Collect data: tree number

- Species
- Height
- Spread

- Observations
- Recommendations
- Priority for work
- Next inspection date
- Update tree location drawings

Total cost £6800 + VAT

e) **Any other business**

- Grass cutting of parish areas during the Covid-19 has been erratic at best. BDBC have not commenced cutting as yet
- Play parks – had been closed at the outset of the lockdown, and secured with ties. At Long Grove these had been cut, and Clerk had obtained chains and padlocks to secure them. Wolverton has been closed with a number coded lock, so that the area may be mown when the contractor has availability of staff
- 59 Long Grove – Clerk advised a possible encroachment into parish land by the residents, where a new fence has been erected. Councillors asked to inspect and return their findings. Map showing whereabouts to be circulated.
- Vitaplay inspection reports for April had been received, with nothing identified as high risk.
- Tree contractual work (pine to be felled at rear of Forest Close) is currently on hold until contractors return to work.

14. **Highways and rights of way**

No information received.

15. **Accounts for payment**

Received: Bank interest £2.45; Calleva £84.00; BDBC half year precept £24250; BDBC grass cutting grant £5327

To pay:

Balance per bank statements as at 14 May 2020

| | | |
|-----------------|--------------------------------|-----------------|
| Regency | Payroll April | 14.50 + 2.90 |
| | Payroll May | 14.50 + 2.90 |
| HCC | Pension April | 338.42 |
| | Pension May | 338.42 |
| Inland Revenue | Tax and NI April | 264.44 |
| | Tax and NI May | 264.44 |
| Clerk | Salary and allowance April | 1123.00 |
| | Salary and allowance May | 1123.00 |
| Tesco | Mobile contract April | 7.50 |
| | Mobile contract May | 7.50 |
| Microsoft | Office 365 April | 17.60 + 3.52 |
| | Office 365 May | 17.60 + 3.52 |
| Business Stream | Pavilion April | 5.00 |
| | Pavilion May | 6.00 |
| Clerk | Cables and padlock, Long Grove | 15.00 |
| Vitaplay | April inspection | 84.00 + 16.80 |
| SEB | Pavilion | 60.94 + 3.04 |
| HALC/NALC | Annual renewal | 493.15 + 144.79 |

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|------------------------|-------------------|---------|
| Came & Co | Insurance renewal | 1700.00 |
| Heath End Hall hirings | Jan – March 2020 | 42.00 |
| Heath End Hall | Grant | 500.00 |
| Calleva Football | Grant | 250.00 |

| | |
|---------------------|----------------------|
| Current Account | 5216 |
| Premier Account | 82207 |
| Petty Cash | 238 |
| BDBC | <u>48618</u> |
| | 136279 |
| Less; unrepresented | <u>1917</u> |
| | 134362 |
| Add: balances R&P | <u>5180</u> |
| | <u>139542</u> |

16. Date of next and future meetings (2021)

The date of the next virtual meeting is **Thursday 18 June 2020**, 7.30 pm.

Proposed meetings for 2021, subject to change

| | | |
|----------------------------|---------|---|
| Thursday 14 January 2021 | 7.30 pm | Heath End Hall |
| Thursday 27 February 2021 | 7.30 pm | Heath End Hall |
| Thursday 11 March 2021 | 7.30 pm | Hurst Community College (Playing Fields and Open Spaces) |
| Thursday 18 March 2021 | 7.30 pm | Heath End Hall |
| Thursday 8 April 2021 | 7.30 pm | Heath End Hall (Annual Parish Meeting) |
| Thursday 22 April 2021 | 7.30 pm | Heath End Hall |
| Thursday 13 May 2021 | 7.30 pm | Wolverton Hall (Annual Meeting of Council) |
| Thursday 17 June 2021 | 7.30 pm | Wolverton Hall |
| Thursday 22 July 2021 | 7.30 pm | Wolverton Hall |
| Thursday 23 September 2021 | 7.30 pm | Heath End Hall |
| Thursday 21 October 2021 | 7.30 pm | Heath End Hall |
| Thursday 18 November 2021 | 7.30 pm | Hurst Community College (General Purposes) |
| Thursday 25 November 2021 | 7.30 pm | Heath End Hall |