

BAUGHURST PARISH COUNCIL
Minutes of a meeting held on Thursday 17 August 2023
7.30 pm, Wolverton Village Hall

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

44. Minutes of the last meeting

The Minutes of the meeting of 27 July 2023 were agreed, with an amendment Item 43, of the removal of the phrase 'on Clerk's departure'.

45. Signing of Declaration of Acceptance of Office

Cllr Z Mamon signed the Declaration of Acceptance of Office.

46. 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.

47. Matters arising from the Minutes

- Financial discrepancy has been resolved
- Open Spaces Maintenance Programme – to be supported by a Projects list, to be circulated to all
- BDBC Strengthening Communities Grant scheme – update received; notification from BDBC due 13 September 2023

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

49. Open Forum

A resident, and former parish councillor for Wolverton Ward, had attended in order to thank the Clerk for her 36 years of service, and for all that she had undertaken on behalf of Wolverton Ward, prior to her resignation this month.

50. Planning

a) to receive latest planning applications

23/01971/RET	Angelica, Sage and Lovage Cottages, Church Lane, Wolverton	Erection of gates (retrospective)	No objection
23/01251/HSE	Christmas Cottage, Haughurst Hill	Replacement front porch	No objection

b) Decisions by BDBC

23/01715/HSE	Lovedays Farmhouse, Pound Green	Removal of tennis court. Formation of swimming pool and padel court	Approved
23/01400/RET	Land south of Church Lane, Wolverton	Retrospective application for removal of condition 8 of 21/00125/ROC to add gate to access of the site	Withdrawn
23/01292/FUL	Home Farm, Ewhurst Park, Ramsdell	Conversion , alterations and extensions of farm buildings to 9 holiday lets with ancillary café and associated landscaping and parking, following demolition of barn	Approved

23/01280/HSE	17 Conifer Close	Loft conversion with dormer	Approved
--------------	------------------	-----------------------------	----------

51. **Finance**

a) to receive the latest financial statements and year to date budget

Receipts and payments ledger, and Profit and Loss statements, were received and accepted.

b) Maintenance contractor

Payment to maintenance contractor approved at £1273.25

c) Chairman's allowance

Agreed no increase necessary at this time.

52. **Parish Council – objectives and priorities**

The following were discussed, in no particular order:

- Climate Emergency – statement, with accompanying policy
- Repair Café
- Roadside signs urging motorists to turn off engines when applicable
- Outdoor parks gym equipment for adults; possible classes
- Providing services to the community
- Neighbourhood Plan
- Grant request form
- Affordable housing

53. **Highways and Rights of Way**

- Potholes in Baughurst Road had been reported several times. Clerk to give reference numbers of problems listed to County Councillor Mellor **ACTION: Clerk**
- Overgrown vegetation on rights of way Nos 19 and 20 to be reported to HCC **ACTION: Clerk**

54. **Playing Fields and Open Spaces**

a) Playing Fields and Open Spaces Committee report 15 August 2023

- o Sustainable Baughurst Working Group were invited to reflect further on the requirements for individual bicycle racks and resubmit a revised proposal for an initial set of bicycles racks for trial purposes.
- o Meetings to be scheduled based on quarterly reports from VitaPlay.
- o Deeds – no further update available. All deeds items to be added to emerging projects list to ensure they can be tracked. These are listed in the minutes from several years ago.

Action: CC/MC

- o Wolverton Field - planings – Project not yet started.
- o The Withies – Included in emerging project plans. Move quickly to project specification to recommend to Council.
- o Litter & Flytipping Working Group – 2 meetings held; last one has draft notes to be circulated when agreed. Arrange communication with BDBC
- o Pétanque Court – No further action.

Action: RCI

b) Maintenance Contractor

- o Agreed payment of maintenance contractor's workbook March-August at 101 hours @ £10.75/hour plus materials @ £187.50 totalling £1,273.25.
- o increase of pay to £11.50 per hour with effect from 1st September 2023.
- o Workload for maintenance contractor is included as Appendix 1
- o To meet with maintenance contractor and discuss work to be carried out, how this can be done, and pay rates.

Action: RCo/MS

c) Open Spaces Maintenance Programme

Each separate project in this programme has been added to the emerging projects list. Agreed that The Withies area changes are established with a specification for the work and quotations sought.

Action RCo/MS

d) Inspection reports – Wolverton Field and Long Grove

- o Annual: Play Inspection Company. Identified 1 High, 13 Low and 5 Very low risk items for Wolverton Field plus 1 High, 3 Moderate, 9 Low and 8 Very Low risk items for Long Grove. Currently only the high and moderate risks will be acted upon. See below.
- o Quarterly Inspection – Vitaplay. The report for Long Grove identified 2 Medium, 22 Low and 3 Very Low risks. The two medium risks were as per the annual report. The report for Wolverton Field identified 2 High, 2 Medium and 5 Low risks. These high and medium risk items have all been completed by Vitaplay.

e) Wolverton Field

- o Consideration was given to replacing the rotten post of the swing but there were insufficient quotations for this. Although 3 quotations were available to replace the swing two of these were not to exact specification. Agreed that further quotations are sought, with a maximum spend of £4300.00. **Action: Clerk**
- Bark chippings replacement project is considered complete. Suppliers have been paid.
- f) Long Grove
 - o Consideration was given to replacing the rotten post on the swing but was considered uneconomic. It was agreed to replace the swing frame completely with a steel-framed swing. There is only one quotation for this; two further quotations will be sought. Agreed that a quotation for a steel-frame swing set is accepted with a maximum spend of £4,100.00. **Action: Clerk**
 - o Remedial patching repairs - the quotations for the patching were considered to be very high. It was agreed that BDBC will be contacted for advice about replacing or repairing surfacing and The Play Inspection Company will also be asked to recommend suppliers. **Action: Clerk**
- g) Tree Survey, and trees
 - o the tree survey remedial work was underway, due to complete this week **Action: SET**
 - o fallen whitebeam 0424 removed; project complete
 - o neighbouring trees 0423 and 0425 inspection carried out by councillors; no further action proposed
 - o overhanging vegetation opposite 1-6 Wildwood – project completed and paid
 - o dead pine adjacent to 14-15 Forest Close – project completed and paid
 - o sweet chestnut – land at junction of Heath End Road and Woodlands Road – project completed and paid
 - o land behind 75 Long Grove (fly tipping) – Clerk’s proposed letter in response sent
 - o willow tree 1005 – project completed and paid
 - o land to right of 74 Long Grove (497) – birch – quotation agreed at full Council; works not yet completed
 - o oaks rear of Old Forge – quotation agreed; works not yet completed
 - o Brimpton Road – two dead trees (rowan and oak) – numbers 446 and 443 – quotations to be requested
 - o Agreed that a Tree Survey Working Group should be instigated, with a view to the next round of tree surveys
 - o Art in the Open – working group has been set up but not met. Suggestion to use local artist to create locally themed art
 - o Footpaths – agreed that a Walks Working Group is set up
 - o 3 pines in wood to rear of Mornington Close to be investigated, and quotations sought

54. **Working Groups**

- CIL and S106 Working Group – Terms of Reference were agreed
- CIL and S106 Working Group – report of meeting received
- Neighbourhood Plan – Terms of Reference were agreed
- Neighbourhood Plan – report of meeting received. Agreed that a grant expression of interest is sent to BDBC. Any monies expended are returned by BDBC should this Council not proceed with the project
- Code of Conduct – this meeting had been preceded by Code of Conduct training from BDBC. The Chairman gave a brief overview of this, which he thought both clear and a good refresher for all concerned. He stressed the fact that this Council must adhere to the ways of working within the Code, with interaction and contribution by all, with mutual respect.

55. **Open forum**

Cllr Clark gave a brief presentation about the forthcoming opening of the Repair Café, Heath End Hall, Sunday 19 November 2023, being run in conjunction with North Hampshire Repair Café. If successful, the project will run from early 2024.

56. **Accounts**

Received: £89 Calleva Youth Football Club

BAUGHURST PARISH COUNCIL

Profit and Loss Statement as at 16 August 2023

Income		Expenditure	
Precept	£27,000.00	Salaries & Associated	£10,336.23
Grant – grass cutting	£5,488.14	General Administration	£4,155.00
Interest (BD&C) Bank	£736.17	Grants	£800.00
Bank Interest	£173.24	Open Spaces Trees	£2,950.00
BD&C Bench Grant	£999.00	Grass cutting	£1,042.17
CIL	£4,388.45	Open Spaces Maintenance	£12,432.01
Pineapple field	£445.00	Open Spaces Others	£0.00
		Pineapple Field	£0.00
		Highways & Rights of Way	£0.00
		CIL Expenditure	£0.00
		Other	£40.00
		VAT	£3,439.01
Income Total	£39,230.00	Expenditure Total	£35,194.72
Profit/Loss Year to Date	£4,035.28		

Balance Sheet as at 16 August 2023

Balance brought forward	£113,864.06	Current Account	£4,686.44
		Premier Account	£11,201.77
		Petty Cash	£32.41
Profit/Loss Year to Date	£4,035.28	BD&C Reserve Account	£105,019.94
		Less: unrepresented	£3,041.22
Totals	£117,899.34		£117,899.34 <small>Good</small>

Committed Funds to Year End	£11,588.59
Planned Funds to Year End	£29,372.48
Predicted Funds at 31st March 2024	£100,115.45

Payments to be approved by Council

Already Presented

	Net	VAT	Total
2 months use of home internet	£34.60	£0.00	£34.60
2 months postage	£13.60	£0.00	£13.60
key fobs	£2.40	£0.00	£2.40
Mileage Winchester (deposit)	£26.64	£0.00	£26.64
HCC Records Office Donation	£50.00	£0.00	£50.00
British legion - Poppy Wreath	£40.00	£0.00	£40.00
HP - Instant Ink	£0.82	£0.17	£0.99

Unrepresented

	Net	VAT	Total	Allocation
Pension August	£425.50	£0.00	£425.50	Salaries & Associated
Tax and NI August	£343.67	£0.00	£343.67	Salaries & Associated
Salary and allowances	£1,249.87	£0.00	£1,249.87	Salaries & Associated
Mobile August	£8.58	£0.00	£8.58	General Administration
Home office use	£100.00	£0.00	£100.00	General Administration
Mileage for past year	£136.00	£0.00	£136.00	General Administration
Vision ICT - biennial fee domain name	£65.00	£13.00	£78.00	General Administration
Vision ICT - 1 x email account pa	£18.00	£3.60	£21.60	General Administration
Vitaplay - Wolverton Field Fencing	£565.00	£113.00	£678.00	General Maintenance

Unrepresented Total £3,041.22

Signed: _____ Date: _____
 Signed: _____ Date: _____

For Baughurst Parish Council

57. Date of next meeting

The next meeting of Baughurst Parish Council will take place on Thursday 21 September 2023, 7.30 pm, Heath End hall.

58. Confidential Minutes (Clerk recruitment)

59. Appendix 1

a) County Councillor D Mellor reported:

- There had been structural changes within HCC, due to the Government funding councils in a different manner.

- In the spring, HCC took over the responsibility for on-street parking from 4 unitary authorities, but no policy is due until October.
- HCC had published their newsletter, which had been circulated to all councillors
- He mentioned the Parish Lengthsman scheme, to which this Council has not subscribed as yet

b) **Borough Councillor M Bound reported:**

Following on from last month's meeting and the questions relevant to Doyne's Yard, Inhurst Lane, I enquired of the Borough about two matters and I believe that the responses that I received have been circulated to Parish Council Members by the Clerk. However, for those who perhaps have not seen those responses and for their attention I summarise here:

The question about the enforcement case regarding the new entrance to the yard and its relevance to the appeal case, the borough planning department informed me that any further submissions pertaining to the appeal couldn't be allowed; time for putting in such submissions had run out. However, the enforcement case was/is still being investigated.

The second point arising from last month's meeting concerned trees on the site. The Tree officer reminded me that 'trees' were part of the Borough justification to the inspectorate for the refusal decision; if the inspector was minded to overturn the Borough decision then he/she would take into account possible conditions submitted by the Borough - for the eventuality that the decision were overturned; the protection of the trees was a condition mentioned although a tree a tree protection order was not specified.

Since last month's meeting I have attended site viewings with Development Control (DC) committee and attended the subsequent DC meeting. I have also attended a training session on biodiversity. As always I have also followed up on any matters brought to my attention by the resident living in the ward that I serve, eg potholes, overhanging vegetation, plastic waste recycling and planning matters.

58. **Confidential Minutes** (recruitment of Clerk)

- Contract and Job Description for locum Clerk agreed. Handover arrangements are in train
- 28 applications had been received for the post, to be sifted by the working group this week
- Additional email account agreed at £18 pa for Acting RFO
- Agreed that Turbary Administration Centre should be used as the temporary Council address
- Scheme of Delegation deferred to next meeting of Council