

DRAFT

BAUGHURST PARISH COUNCIL
Minutes of a meeting held on Thursday 24 November 2022
Heath End hall, Baughurst
7.30 pm

PRESENT: Cllrs J Hewitt (Chair), M Charlton, R Cockle, C G Cooper, G Porter, S E Terrett
Also present: Borough Councillor K Rhatigan
In attendance: Mrs P J Waterfield, Clerk to the Council

239. **Minutes of the meeting of 27 October 2022** (copy herewith)
The Minutes of the meeting of 27 October 2022, copies of which had been circulated, were taken as read, and approved.

240. **Apologies for absence**
Apologies for absence received from Cllrs R Cook, P Markwick, P R S Postance, M G Slatford, and Borough Councillors S Frost and K Morrow.

241. **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. Parish Council Register of Interest forms had been sent to all councillors for completion and return.

242. **Matters arising from the Minutes of 27 October 2022**

- Letterhead- had been designed, and to be brought to General Purposes
- Newsletter – had been circulated throughout the parish
- Deeds– BDBC had been chased yet again, and are in the process of the first two applications
- SLR – Autospeedwatch had replaced the defective original machine
- Tree survey – see Open Spaces
- Wolverton field works – see Open Spaces
- Pavilion and Calleva – see Open Spaces
- The Withies- no response received from public or councillors as yet
- War Memorial - BDBC had been asked for information; they need to investigate further

243. **County, Borough, BDAPTC and Police reports**
Reports noted in the appendix.

244. **Open forum**

- Predetermination advice received from HALC for information.
- Clerk had organised re-enrolment with the Pensions Regulatory scheme.
- BDBC Planning review meeting to be attended by Vice Chairman and Clerk
- Clerk reminded those present of an invitation to hear more about Ewhurst Park on 1 December
- Suggestion put forward for an informal platform to investigate and discuss Best Practice. BADPTC had already been asked to investigate this also, as perhaps the best forum to carry this forward with other councils

245. **Planning**
a) to receive and consider the latest planning applications
No planning applications had been received.

b) Decisions by BDBC

22/02637/RET	6 Fair oak Way	Single storey garden room to rear corner of the garden of the property	Approved
22/02597/ROC	Land south of Elangeni, Baughurst Road	Variation of condition 1 of 21/03148/FUL to allow minor changes to fenestration, design of porch, addition of porch to side, woodburner flues. Creation of	Approved

		additional bay to garage and change roof configuration	
22/02623/HSE	St Ann's Cottage, Bishopswood Lane	Conversion of conservatory to sun room	Approved
22/02490/FUL	Bullers Farm, Baughurst Road	Construction of new access to highway and brick up existing access	Approved
22/02501/HSE	68 Long Grove	Single storey side extension. Amended scheme granted under 22/01337/HSE	Approved
22/02451/HSE	54 Long Grove	Single storey rear kitchen extension with parapet walls, flat roof and pitched roof with 2 rooflights	Approved
22/01987/TENO	Land at The Barn, Wolverton Road	25m lattice mast comprising 6 x antenna and 2 x dishes together with 2 x ground based cabinets and ancillary development thereto	Approved

c) Any other matters

Information to be sought on the rules surrounding CIL (Community Infrastructure Levy) and its interpretation by BDBC towards parishes. (Zero charge for single dwellings).

246. **Sustainability**

The Chairman welcomed Clare Normand to the meeting. She had previously provided background as an introduction to sustainability, and gave an overview of the situation as she viewed it, and some advice and links on the way forward, should Council decide to move forward with the scheme. Areas of concern are extremes of weather; food shortages; more immigrants; floods and disease, and loss of biodiversity – thus far estimated at 40% on the planet. She gave links to Sustainable Overton; BDBC Toolkit and Greening project.

247. **General Purposes Committee**

- a) Death of Her Majesty Queen Elizabeth II – the appropriate etiquette had been followed
- b) War Memorial – War Memorial Trust had advised no action to be taken with regard to the crack in the tower, but monitoring annually to take place
- c) **Policies**

The following policies were approved, following minor grammatical, typographical and formatting amendments:

- Safeguarding
- Health and Safety at Work
- Asset Register
- Financial Risk Assessment
- Data Protection Policy
- Code of Conduct (BDBC have confirmed that the latest edition received is that which has been adopted by them)

The following policies are to be checked with the latest information before being considered, and amendments made as necessary:

- Complaints procedure
- Financial Regulations
- Standing Orders

Individual members are to look at the prospect of ensuring a standard format across all policies and procedures once the text is agreed, and to bring their thoughts back to a meeting of General Purposes.

d) **Budget 2023-24 and Setting of Precept 2023/24**

Items	2021/22	2022/23 budget	2022/23 YTD actual Nov 2022	Planned to March 2023	2022/23 Year end forecast	2022/23 Variance	2023/24 proposed budget
INCOME							
Precept	48985	50000	50000	0	50000	0	54000
Bank interest	20	20	12	8	20	0	20
Pineapple field	1313	1400	888	420	1308	92	1400

Grant – grass cutting	5380	5200	5433	0	5433	-233	5400
Grants	350	500	860	0	860	-360	500
Jubilee income		0	2415	0	2415	-2415	0
Newsletter	0	0	100	0	100	-100	0
CIL/S106	15938	0	0	0	0		5000
Total receipts	71986	57120	59708	428	60136	-3016	66320
Tree survey from reserves					15000		
Total					75136		66320
EXPENDITURE							
General Administration	31205.00	30000.00	19595.00	9500.00	29095.00	905.00	32000.00
Grants	0.00	1500.00	5000.00	0.00	5000.00	-3500.00	2000.00
Playing fields and open spaces	28420.00	22000.00	19233.00	21650.00	40883.00	-27999.00	34800.00
Pineapple field	633.00	1000.00	3683.00	500.00	4183.00	-3183.00	1000.00
Highways and rights of way	150.00	500.00	549.00	0.00	549.00	-49.00	500.00
Chairman's allowance		200.00	40.00	0.00	40.00	160.00	200.00
Churchyards, War Memorial	0.00	2500.00	0.00	0.00	0.00	2500.00	2500.00
Free 2p	0.00	0.00	850.00	200.00	1050.00	-1050.00	2000.00
Defibrillator	0.00	0.00	1260.00	0.00	1260.00	-1260.00	0.00
CIL/S106	0.00	5000.00	5000.00	10000.00	15000.00	-10000.00	5000.00
Jubilee	0.00	0.00	2415.00	0.00	2415.00	-2415.00	0
Total expenditure	60408.00	62700.00	57625.00	41850.00	99475.00	-45891.00	80000.00
Surplus/deficit (from reserves)	11578.00	-5580.00			24339.00		-13680.00

Reserves

125,000

100,661

86,981

Playing fields and open spaces breakdown

Grass cutting	2865.02	4000	3678	650	4328	-328	4300
Vitaplay inspection and maintenance	4851.9	5000	2983	1500	4483	517	5000
Trees - maintenance	4566.89	5000	6500	3000	9500	-4500	5000
Tree survey and works	0	0	923	1000	1923	-1923	10000
A D Gibbs	2447	5000	1810	2500	4310	690	5000

The Withies							500
General maintenance	395	3000	2455	23000.00	25455	-22455	5000
Total	15125.81	22000	18349	31650	49999	-27999	34800

General maintenance agreed/planned to March 2023

Wolverton field safety surfacing	15000	£10K offset by CIL and S106 contributions
Repair surfacing Long Grove	5000	
Various, Wolverton field	2000	
Memorial bench	1000	
Total	23000.00	

Clerk's pay increase National Pay Award	1935
Clerk's use of home as office	131.05

Gibbs breakdown	Litter pick	Bus stop	Pavilion	vegetation	Long grove	Tip/weed killing	
	77	7	5	42	11		
	£770.00	£70.00	£50.00	£420.00	£110.00	£390.00	£1,810.00

➤ **Precept**

An increase in the Precept of 8% was agreed, at £54,000 (current financial year £50,000).

➤ **Budget**

The Budget for 2023-2024 was agreed.

e) **Newsletter**

Agreed that a working party should convene prior to each proposed newsletter production, to plan the content.

f) **Letterheads**

Cllr Cooper had revamped the letterhead, which was accepted. Alteration to the logo to be addressed, and considered at General Purposes. Also agreed that a colour printer should be purchased for the Clerk, with a ceiling of £100.

a) Quotations for purchasing

Agreed that, where quotations are required, only one quotation is necessary, providing it is from a proven contractor (either previously used, or regularly) where the works do not exceed £2000. Also agreed that, where quotations exceed £2000, three should be received if possible.

b) Coronation of King Charles III

Heath End hall had made enquiry about the possibility of this Council holding a celebration of the event on Saturday 6 May 2023. However, agreed that, because of staffing limitations during the period, it would not be possible to do so.

c) Banking interest

Reserves are mainly held with BDBC, whose interest rates moves in lockstep with the Bank of England base rate and sits 1% below it. Current rate of interest is 2%.

248. **Finance**

- Financial statement -the latest statement was received and noted
- Approval given to the proposed Budget 2023/24
- Parish grants and Precept agreed at £54,000 for the year 2023/24
- Annual rental of Wolverton field agreed at £350.00

- Approval given to a grant of £115 to the British Legion for the printing of 1000 copies of Order of Service for Remembrance Sunday
- Training – it was agreed that all Councillors should be permitted to attend those training sessions in which they have any interest, with an overall budget of £500 for the year for expenditure on training

250. **Playing fields and Open Spaces**

- Pineapple pavilion
- Electrical inspection - carried out, but further works (moving of an electrical socket, and tidying of trailing electrical wire) not addressed. Satisfactory electrical report had been received, with items noted for inspection, mainly updating. The electrical inspection had been sub contracted, and a correct invoice had now been received, and was approved for payment.
- Gully cleansing - prices had risen since the original quotation had been supplied, Updated quotations to be sought from those who originally tendered.
- Petanque field – an informal request from U3A Petanque club had been received for use of the Pineapple field as a court. Calleva Youth FC to be asked for their opinion, and a formal request from U3A Group requested. (Cllr Porter declared an interest).
- **Wolverton field**
- a) To revisit quotation for removal of old chippings and disposal

No quotations as yet received.

- b) Reports from site visit by Cllrs Cockle and Terrett; report and quotations received from Vitaplay

No quotations yet received for the proposed works.

- c) Gates
 - Agreed that the quotation of £967 for the works is accepted, unless a further quotation (expected) is lower, in which case this will be preferred.
 - An offer to provide road planings, including spreading, under the pedestrian gate was accepted, at £85.00.
- d) Hedgerow cutting

The lowest quotation of £185 was accepted.

- **Long Grove**
- a) Reports from site visit by Cllrs Cockle and Terrett; report and quotations received from Vitaplay

No quotations had yet been received for the proposed works.

- **Tree Survey**

To be deferred to Open Spaces Committee for discussion.

- **SLR**
- **Community Infrastructure Levy and S106 arrangements to date**

BDBC Officer had responded, advising that she is unable to help with schemes outlined for S106 contributions. She is, however, happy to talk with us to try and help us to help ourselves. Agreed she should be asked to attend a future meeting.

- **The Withies**

No response received from either the public or councillors regarding the scheme.

- **War Memorial**

BDBC had been asked to investigate the responsibility for the land, and to contribute to the upkeep of the Memorial.

251. **Highways and Rights of Way**

- Flytipping to be reported on Ham Lane
- Brimpton Road – pothole to be reported
- Woodlands Road – flooding outside Leisure Centre had been reported twice. County Councillor had been asked for input.
- Baughurst Road, between junction of Church Lane and Snakey Lane – pothole on southern carriageway, right hand side to be reported
- Creeping vegetation along length of Brimpton Road to be reported to HCC.

252. **Open Forum**

No comments.

253. **Accounts for payment**

Income

£

Expenditure

£

Precept	50,000.00	Administration	22,323.89
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Grant – grass cutting	5,433.80	Grants (CIL)	5,000.00
Interest	18.98	Free 2p	850.00
Pineapple field	970.07	Chairman's allowance	40.00
Grants – Jubilee Newsletter	1,500.00	Pineapple field	4,049.92
Jubilee ticket sale	100.00		
	4.00		
Grant – Remembrance Day	360.00	Grass cutting	4,291.24
Jubilee income	2,415.40	Fencing	3,276.00
CIL	5,240.25	Trees	6,498.00
VAT refund	8050.00	Defibrillator	1,260.00
	£74,092.00	General	10,758.04
		Jubilee	2,415.40
			50,004.45
Profit/loss on 3 month	£13,330.00		£60,762.49

Balance Sheet as at 24 November 2022

	£		£
Balance b/fwd	126,449.00	Current Account	3,551.39
		Less: unrepresented	25,681
Profit/Loss on 3 month	13,330.00	Premier Account	78,286.56
		Petty Cash	336.96
		Reserve Account	83,286.56
	£139,779		£139,779

To pay:

Balance per bank statements as at 24.11.22

Regency	Payroll November	17.00 + 3.40
	Payroll December	17.00+ 3.40
HCC	Pension November	559.31
	Pension December	459.58
Clerk	Salary and allowance November	1627.27
	Salary and allowances December	1351.37
	Mobile contract December	7.50
Microsoft	Office 365 November	17.60 + 3.52
	Office 365 December	17.60 + 3.52
DSE Electrical	Electrical survey	366.66 + 73.33
Inland Revenue	Tax and NI November	487.97
	Tax and NI December	368.17
Hugofox	Silver December	16.66 + 3.33
Hugofox	Silver November	16.66 + 3.33
Clerk	22m Basingstoke printing + 60.1p	13.22
BDBC	Printing of newsletter	184.52
Business Stream	Pavilion November	8.00
	Pavilion December	8.00
C Martin	Newsletter delivery	120.00

254. Date of next meeting

The date of the next meeting will be held on **Thursday 12 January 2023, 7.30 pm**, Heath End Hall.

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

a) Borough Councillor K Rhatigan reported on:

- Gypsy encampments – a recent appeal against a gypsy site in Ashford Hill and Headley had been allowed, and one of the reasons cited by the Inspector was the lack of provision by BDBC of gypsy sites within the Borough.
- Pausing of the Local Plan – BDBC had stopped work on the Plan, and the revision of policies, and have instead applied to the Government for the provision of lower numbers of housing in the Borough. This has the effect of rendering the last Local Plan null and void, and means that issues like the Climate and Ecological Emergency Plan; lack of 5 year land supply, etc., remain unaddressed.
- LIDL store in Tadley is due to open in 3 weeks. It will have charging points and meet the sustainable requirements which all BDBC planning applications insist upon where applicable – ie grey water usage; heat pumps, solar panels etc. All planning applications must have a charging point included, with effect from April 2022.

256. **Confidential Minutes** (Clerk's salary, Contractor's hourly rate, Clerk's additional day holiday)

a) **Clerk's Salary Review** (Confidential)

Agreed that Clerk's salary should rise in line with the Local Government Pay Scales agreement 2022, at SCP 28, with an increase in the hourly rate from £17.05 to £18.05, backdated to 1 April 2022. In addition, agreed, as in line with the above, an additional day's holiday, bringing entitlement to 27 days leave, plus bank holidays.

b) **Use of Clerk's home as Parish Council office** (Confidential)

Agreed that the formula of 1kw x 20 hrs x 2/3 x 30 weeks should be applied, with effect from 1 September 2022, and reviewed on a regular basis.

c) **Contractor's hourly rate**

Agreed that the hourly rate should rise to £10.75 per hour with effect from 1 July 2022. It is thought advisable to try and retain another contractor, in addition to the contractor currently employed, to carry out additional works as necessary.