

**Minutes of the Meeting of North Baddesley Parish Council held on Monday 9<sup>th</sup> April 2018 at 7.00pm in the Sports Pavilion, Recreation Ground, Sandy Lane, North Baddesley.**

Present: Cllr D Knight (Chair), Mrs P Darnton, C Hill, D Middlewick, M Selfe, P Thompson, Mrs A Tupper and A Warnes

Absent: None

In Attendance: J Harrington, Parish Clerk (Minutes)

Members of the Public: None

**17-18/0440 APOLOGIES FOR ABSENCE**

There were no apologies for absence.

**17-18/0441 DECLARATION OF INTERESTS/DISPENSATIONS**

There were no declarations of interest/dispensations.

**17-18/0442 POLICE REPORT**

There were no Police present and a report had not been sent in.

**17-18/0443 OPEN PERIOD**

There were no members of the public present.

**17-18/0444 MINUTES**

Cllr Warnes pointed out that there were discussions over grant applications which were not included in the previous Minutes. “ Grants” would be an agenda item for all future meetings.

It was then unanimously resolved that the previous Minutes be accepted as an accurate record and were duly signed by the Chairman.

**MATTERS ARISING**

17-18/0445

**PRESENTATION TO E COSIER (Minute 17018/0397)**

Cllr Warnes undertook to visit Mr Cosier at home the following day.

17-18/0446

**CHILDREN'S PLAYPARK (Minute 17-18/03985)**

Various complaints had been received via Facebook concerning certain aspects of the new playpark. It was agreed that an announcement should be made on the website that there was still work to do, including the installation of a new pathway, 2 picnic tables, 2 benches and 2 rubbish bins. The Clerk had submitted three quotations for all of these items to TVBC and release of funding was awaited before these works could be put in hand.

**RESOLVED: that the Clerk would announce on the website that there were still further works to be carried out on the playpark.**

The 4 new signs had been delivered and were awaiting installation. It was agreed that the Men's Shed would be asked to install the signs.

**RESOLVED: that the Clerk would liaise with the groundsman and the Men's Shed over the installation of the new signs.**

17-18/0447

**FOOTBALL PITCHES (Minute 17-18/0399)**

The groundsman had undertaken to have a look down the drains on the former cricket field before the Clerk sought drainage surveys.

17-18/0448

**PAVILION (Minute 17-18/0400)**

The barrier gate had been repaired but the new thermostats were yet to be installed. The Clerk to chase the groundsman.

17-18/0449

**ALLOTMENTS (Minute 17-18/0401)**

Cllr Warnes had met with allotment holders the previous Saturday. See Minute 17-18/0472 for full details.

17-18/0450

**DEFIBRILLATORS (Minute 17-18/0402)**

Spares for the defibrillator at the pavilion had been ordered but not yet delivered. Cllr Knight would be delivering the defibrillator to All Saints' Church this week.

**17-18/0451 SCOUT HUT LEASE (Minute 17-18/0403)**

No further progress had been made.

**17-18/0452 TREES IN SANDY LANE (Minute 17-18/0404)**

The Clerk was continuing investigations into ownership of the land where the tennis courts were sited. Two further tree surgeons had been approached for quotes.

**17-18/0453 TENNIS COURTS (Minute 17-18/0405)**

The Clerk was in the process of completing an application form to TVBC for a Borough Councillor grant towards cleaning the tennis courts. This could not be submitted before 6<sup>th</sup> April and would be a one-off grant.

**17-18/0454 DESIGNATED PUBLIC ORDER SPACES (Minute 17-18/0406)**

There were lengthy discussions over the location of the signs but it was agreed that they should be erected on all the Parish Council's areas of open spaces. The Clerk to inform TVBC.

**RESOLVED: that the Clerk would liaise with TVBC over the location of the signs.**

**17-18/0455 VILLAGE DAY (Minute 17-18/0407)**

It was agreed that the Clerk would update the website with details of Village Day.

**RESOLVED: that the Clerk would update the website with details of Village Day.**

**17-18/0456 FACILITIES AT RECREATION GROUND (Minute 17-18/0408)**

Cllr Middlewick had compiled a tender document "Client Requirements" which would be submitted to those companies that had expressed an interest in quoting. The tender document included works to the existing MUGA, a new MUGA, existing tennis courts, new combined tennis and netball courts, new cricket cages and new bowls green.

The Clerk undertook to send out the tenders with a map to the companies.

**RESOLVED: that the Clerk would send out the tender documents and map to those companies that had expressed an interest in quoting for the works.**

**17-18/0457 PAVILION PLANS (Minute 17-18/0410)**

No further progress had been made.

**17-18/0458 POTHOLES (Minute 17-18/0411)**

Repairs to 2 potholes were still awaited.

**17-18/0459 MOUNTBATTEN PARK CAR PARK (Minute 17-18/0413)**

A quotation for repairs to potholes in the car park and road at Mountbatten Park was still awaited from the groundsman. The Clerk to seek two further quotes.

**RESOLVED: that the Clerk would seek two further quotes for repairs to the potholes in the road and car park.**

**17-18/0460 WWI COMMEMORATIONS (Minute 17-18/0420)**

The WI were keen to get involved and had made some suggestions. It was agreed that a public meeting needed to be arranged so that all the Community Groups could get together and pool their ideas. It was agreed that All Saints' Church would be a good venue. The Clerk to arrange a meeting.

**RESOLVED: that the Clerk would liaise with the Church over a time and date for the meeting and email all the Community Groups inviting them to attend.**

**17-18/0461 LIBRARY**

Cllr Hill reported that £600 had been raised on Quiz Night.

Aster had doubled the rent to £6400. The lease would run out in April but Aster had granted a 6 month extension at a lower rent (higher than previously) with the new higher rate commencing from October. The new lease would run for 3 years with a break clause in 18 months.

The Clerk had emailed TVBC Estates Department concerning the covenant on the library but a reply was still awaited.

**RESOLVED: that the Clerk would chase TVBC Estates Department for a reply.**

**17-18/0462 DATA PROTECTION**

There were lengthy discussions over the Parish Council's compliance with the new GDPR regulations due to come into force on 25<sup>th</sup> May. The Clerk would keep members updated with any further information but in the meantime the Parish Council agreed the following:

- \*To purchase 2 new computers for Parish Council use only, for the Clerk and the Chairman
- \*All Councillors and the Clerk to have new email addresses
- \*Memory pens to be encrypted
- \*An information audit to be carried out
- \*A policy to be set in place for recording the processing of activities

- \*Privacy notices for website and all emails to be compiled
- \*Lawful basis for processing personal data to be documented
- \*Consent for managing personal data to be sought and recorded
- \*A policy for children to be set in place
- \*Data breaches to be reported to ICO within 72 hours
- \*A Data Protection Officer to be designated – Cllr Selfe was proposed and unanimously agreed
- \*The Clerk to be the Data Processing Officer

## CORRESPONDENCE

17-18/0463

### LEGAL TOPIC NOTES

There were no new Legal Topic Notes

17-18/0464

### PARKING

Parking issues in Dunnings Lane had been reported to the Parish Council. It was agreed that the Clerk would forward the concerns to Ray Alborough at TVBC.

**RESOLVED: that the Clerk would forward the concerns to TVBC.**

17-18/0465

### PARISHIONER OF THE YEAR

All the nominations had been received and were duly considered and the Parishioner of the Year was decided. Cllr Knight undertook to visit the chosen candidate to see if that person was willing to accept the award. The Clerk undertook to get the trophy engraved and to purchase a memento for the previous year's winner.

**RESOLVED: that Cllr Knight would visit the chosen candidate and the Clerk would get the trophy engraved and purchase a memento.**

17-18/0466

### COMMUNITY GOVERNANCE REVIEW

Borough Councillor Mrs Celia Dowden had drawn attention to the Parish Council's submission to TVBC to redraw the boundary to give the whole of the Thorn Hill area to Valley Park parish. Valley Park Parish Council had supported this recommendation. However there were three houses on the opposite side of Flexford Road after the railway bridge. These were Bridge House, 2 Bridge Close and Cenarth House. Valley Park Parish Council indicated their wish to take these three houses into their parish. Members agreed that the three houses should be included in Valley Park parish. The Clerk to notify Borough Councillor Mrs Dowden and TVBC.

**RESOLVED: that the Clerk would notify Borough Councillor Mrs Dowden and TVBC that the three houses should be included in Valley Park parish.**

17-18/0467

**HALC**

The Parish Council agreed to continue with their membership of HALC for a further year and to be bound by the regulations therein. The Clerk undertook to return the paperwork to HALC and pay the fees.

**RESOLVED: that the Clerk would return the paperwork to HALC and pay the fees.**

17-18/0468

**HAMPSHIRE PLAYING FIELDS ASSOCIATION**

The Parish Council agreed to continue their membership to the Hampshire Playing Fields Association.

17-18/0469

**GROUNDSMAN'S CONTRACT**

There were discussions around the renewal of the groundsman's contract which expired in September.

17-18/0470

**OTHER CORRESPONDENCE**

Countryside Voice – Spring 2018

Local Council Review – Spring 2018

17-18/0471

**HEALTH AND SAFETY/ RISK ASSESSMENT**

The barrier gate at Mountbatten Park was broken and the groundsman had been instructed to organise its repair.

There were concerns that overhanging branches from trees bordering the allotments were unsafe and needed maintenance works. The Clerk to liaise with the Tree Surgeon.

Cllr Thompson reported a severe rat problem from Scragg Hill to Baddesley Close. The Clerk to report to TVBC.

**RESOLVED: that the Clerk would liaise with the Tree Surgeon over works to the trees bordering the allotments and would notify TVBC of the rat problem.**

17-18/0472

**QUESTIONS/REPORTS FROM MEMBERS PRESENT**

Cllr Warnes had met with allotment holders and gave his report.

There were issues over blocked drainage ditches, rotten wooden bridge planks and levelling and maintenance of pathways. Cllr Knight confirmed that it stated in the rules that allotment holders were responsible for maintaining the ditches, bridges and pathways. A notice would be put on the noticeboard to this effect.

There were also a group of 4 or 5 people who were keen to erect the deer fence.  
Cllr Warnes had instructed them to email the Clerk.

**RESOLVED: that the Clerk would send a copy of the rules to Cllrs Middlewick and Warnes and put a notice on the noticeboard.**

17-18/0473

**APPROVAL OF ACCOUNTS FOR PAYMENT**

Contractor costs, Clerk Salary, HMRC	4901.85
Trade UK – Supplies for pavilion	24.64
Benica Solutions Ltd – Maintenance of St John’s churchyard	128.00
Benica Solutions Ltd – Pavilion cleaning and products	660.13
Benica Solutions Ltd – PAT testing at pavilion	155.52
Sustainable Communities – Contract 3 and CDW Apprenticeship project	423.33
Pavilion Water	51.28
Wicksteed Ltd – 2 <sup>nd</sup> stage invoice	39998.40
Benica Solutions Ltd – new thermostats for pavilion	129.60
Men’s Shed = Allotment posts	180.00
Paul Pimley – Beadle editor	140.00
Scouts – Beadle delivery	75.00
Inprint – Beadle printer	1369.50
TVBC – Pavilion rates	414.12
HALC – Annual conference	180.00
HALC – GDPR training	48.00
HALC – Affiliation fees	1109.00
Wel Medical – 2 defibrillators	3120.00
Wicksteed – Raise trampoline level in children’s playpark	450.00
<b>TOTAL</b>	<b>£53558.37</b>

**Proposed: Cllr D Middlewick    Seconded: Cllr C Hill**

17-18/0474

**PLANNING APPLICATIONS**

18/00807/FULLS	166 Rownhams Lane North Baddesley	Demolition of existing extension and conservatory and erection of single storey extension with flat roof <i>No comment</i>
18/00822/FULLS	18 Rosslyn Close North Baddesley	Two storey side extension including front and rear dormers <i>No comment</i>

18/00796/FULLS	Castle Hill Farm Flexford Road	Construction of extensions to existing warehouse, formation of a canopy, and alterations to parking layout. <b><i>Support – subject to Archaeological Survey</i></b>
18/00829/FULLS	New Bungalow 12 Street End North Baddesley	Demolition of existing bungalow and replacement with three linked 3-bedroom homes with garages and parking <b><i>No comment</i></b>

The meeting closed at 9.50pm