

Minutes of the Meeting of North Baddesley Parish Council held on Monday 10th June 2019 at 7.00pm in the Sports Pavilion, Recreation Ground, Sandy Lane, North Baddesley.

Present: Cllr D Knight (Chair), P Thompson, R Walmsley, V Wotton and A Yellin

Absent: Cllrs Hill, Louden and Warnes

In Attendance: J Harrington, Parish Clerk (Minutes)

Members of the Public: None

19-20/0068

APOLOGIES FOR ABSENCE

Cllr Louden gave his apologies as he was in Spain. Cllr Hill and Warnes gave apologies due to work commitments.

19-20/0069

DECLARATION OF INTERESTS/DISPENSATIONS

There were no declarations of interest/dispensations.

19-20/0070

OPEN PERIOD

There were no members of the public present.

19-20/0071

MINUTES

It was unanimously resolved that the Minutes of the Annual Assembly, AGM and May Meetings be accepted as an accurate record and were duly signed by the Chairman.

MATTERS ARISING

19-20/0072

NEW BOROUGH COUNCILLOR (Minute 19-20/0006)

Simon Cross, the new Borough Councillor, would be attending the September meeting.

19-20/0073 REVIEW OF STANDING ORDERS (Minute 19-20/0016)

Cllr Walmsley had suggested modifications to the Standing Orders which were worked through and agreed. The Clerk to update the Standing Orders and display on the website. **RESOLVED: that the Clerk would update the Standing Orders and display on the website.**

19-20/0074 REVIEW OF FINANCIAL REGULATIONS (Minute 19-20/0017)

As above with regard to the Financial Regulations.
RESOLVED: that the Clerk would update the Financial Regulations and display on the website.

19-20/0075 REVIEW OF COMPLAINTS PROCEDURE (Minute 19-20/0018)

As above with regard to the Complaint Procedure.
RESOLVED: that the Clerk would update the Complaints Procedure and display on the website.

19-20/0076 REVIEW OF FREEDOM OF INFORMATION PUBLICATION SCHEME (Minute 19-20/0019)

As above with regard to the Freedom of Information Publication Scheme.
RESOLVED: that the Clerk would update the Freedom of Information Publication Scheme and display on the website.

19-20/0077 REVIEW OF PROTOCOL FOR REPORTING AT MEETINGS (Minute 19-20/0020)

As above with regard to the Protocol for Reporting at Meetings.
RESOLVED: that the Clerk would update the Protocol for Reporting at Meetings and display on the website.

19-20/0078 INFORMATION AND DATA PROTECTION POLICY

Cllr Walmsley was appointed as Data Protection Officer for the Parish Council. The Clerk to display on the website.
RESOLVED: that the Clerk would include the Parish Council's Data Protection Officer on information displayed on the website.

19-20/0079

REVIEW OF INTERNAL AUDIT (Minute 19-20/0021)

A list of initiatives for the forthcoming year was missing from the Internal Audit. It was agreed that this should be included next year. **RESOLVED: that the Clerk would liaise with the Accountant.**

19-20/0080

ASSET REGISTER (Minute 19-20/0022)

It was agreed that the Asset Register would be looked at by the Recreation Ground Committee and updated.

RESOLVED: that the Recreation Ground Committee would update the Asset Register.

19-20/0081

BADDESLEY PARK FOOTBALL CLUB (Minute 19-20/0030)

Works by Drainline to flush through the underground pipes at the former cricket field had been completed. A report was awaited. Discussions on any necessary further works to be held at the next Recreation Ground Committee meeting. With regard to the Service Level Agreement, it was agreed that the Clerk would draw up a list of the facilities that current hirers were using and the cost.

RESOLVED: that the Clerk would draw up a list of facilities used by current hirers and the cost.

19-20/0082

DOG FOULING (Minute 19-20/0031)

No further progress had been made on the installation of a dog bin in Green Lane. An update was awaited from Cllr Warnes.

19-20/0083

ALLOTMENTS (Minute 19-20/0032)

See Minute 19-20/0107

19-20/0084

SEPTIC TANK (Minute 19-20/0033)

The Clerk had liaised with Southern Water and had been informed that the nearest connection point for main drainage was outside no. 151 Botley Road where there was a manhole cover in the road. Guidance from Southern Water on how to apply for permission to connect to mains drainage was passed to the Recreation Ground Committee for discussion.

19-20/0085

CCTV (Minute 19-20/0034)

A meeting between the Chairman, the groundsman and First Contact had not yet taken place. The Clerk to organise. **RESOLVED: that the Clerk would set up a meeting between First Contact, the Chairman and the groundsman.**

19-20/0086 DAMAGE TO SPORTS PAVILION (Minute 19-20/0035)

Works to repair the damage to the sports pavilion were now complete. The Clerk had chased the insurance brokers to release payment which was still awaited. The heras fencing was yet to be removed from Sandy Lane. The Clerk to chase The contractors. **RESOLVED: that the Clerk would ring Barron and Partners to remind them to ask their contractors to remove the heras fencing.**

19-20/0087 PLAYGROUND SIGNS (Minute 19-20/0036)

The Recreation Ground Committee were still considering suitable signs for the children's playpark.

19-20/0088 FENCING TO CAR PARK (Minute 19-20/0037)

A quotation was still awaited from the groundsman. The Clerk to chase.

19-20/0089 CHAIRS TO THE PAVILION (Minute 19-20/0038)

All the chairs in the pavilion had been cleaned.

19-20/0090 CYBER SECURITY INSURANCE (Minute 19-20/0039)

Cllr Walmsley had studied the two quotations supplied by the Clerk for Cyber Security Insurance. After lengthy discussion over the terms and conditions of the policies it was agreed that the security measures already in place were adequate. It was therefore agreed not to pursue the matter any further.

19-20/0091 MAINTENANCE OF ALARM SYSTEM (Minute 19-20/0040)

It was agreed that the servicing of the fire alarm should be included in the maintenance contract. However, the Clerk would have further discussions with contractor, First Contact, regarding servicing of the fire extinguishers. **RESOLVED: that the Clerk would liaise with First Contact over the servicing of the fire extinguishers (also at the Library).**

19-20/0092 BROADBAND ((Minute 19-20/0041)

Cllr Wotton had been in contact with Openreach and a quotation was awaited.

19-20/0093 PHONE BOX (Minute 19-20/0042)

The paint had been ordered and defibrillator signs purchased.

19-20/0094 OLD NOTICBOARD IN FLEMING AVENUE (Minute 19-20/0043)

Works were yet to be undertaken to refurbish the old noticeboard in Fleming Avenue Precinct. The Clerk to chase the groundsman.

19-20/0095 MICROSOFT OFFICE (Minute 19-20/0045)

The incorrect Microsoft Office packages had been swapped for the correct ones.

The Clerk was pursuing a refund of £120.

19-20/0096**BUS SHELTERS (Minute 19-20/00461)**

The old bus shelter at Scragg Hill had been removed. HCC had installed a second-hand one. The Clerk to monitor its condition and report to HCC if it needs cleaning.

19-20/0097**NEW WEBSITE (Minute 19-20/0047)**

The two new email addresses had been received however there were still problems with installation. The Clerk to liaise with the website providers, TLC. The new website was still under construction. The Clerk to chase.

RESOLVED: that the Clerk would liaise with TLC.

19-20/0098**HOE LANE DEVELOPMENT (Minute 19-20/0050)**

A date for the exhibition was still awaited from the developers. A draft Exchange of Letters had been received and emailed to all.

19-20/0099**GUIDES (Minute 19-20/0051)**

New signage for the disabled parking spaces had been ordered. The Guide leader had agreed that a Radar key for the overflow car park was not necessary.

The cost of more stackable tables and chairs at the pavilion was being considered by the Recreation Ground Committee.

19-20/0100

CLEANING CONTRACT (Minute 19-20/0061)

The contractors had undertaken to do a deep clean of the kitchen in the forthcoming week. It was agreed that a daily/weekly checklist should be filled in. **RESOLVED: that the Clerk would ask the contractor to fill in a daily/weekly checklist for cleaning the kitchen.**

19-20/0101

COMMUNITY CENTRE (Minute 19-20/0063)

There were discussions over ownership of the fence bordering the Community Centre and the Health Centre. The Clerk to check the lease. There were also lengthy discussions over relinquishing the lease to TVBC in 2022. The building would need to be in a good state at the time of handover and it was agreed that plans should be put in place well in advance to ensure that works were completed in time. The Buildings and Village Committee to discuss further.

19-20/0102

TREES IN THE GROUNDS OF THE JUNIOR SCHOOL (Minute 19-20/0064)

The Clerk had reported the issues to HCC and an acknowledgement received. Cllr Louden to be asked to monitor the situation.

RESOLVED: that the Clerk would ask Cllr Louden to monitor the situation.

19-20/0103

SEYMOUR PARADE (Minute 19-20/0065)

The Clerk had emailed Hamilton Townsend, the owners of Seymour Parade, with a request to install a handrail up the steps leading to the Co-op. A reply was still awaited.

19-20/0104

REVIEW INTERNAL AUDIT REPORT

The Internal Audit Report dated 31st March 2019 had been emailed to all Councillors for their consideration and review. The Internal Audit Report was unanimously approved.

19-20/0105

APPROVE ANNUAL GOVERNANCE STATEMENT

Section 1 of the Annual Return for the year ended 31st March 2019 (The Annual Governance Statement 2018/19) was unanimously approved and signed by the Chairman and Clerk.

19-20/0106

APPROVE ACCOUNTING STATEMENTS

Section 2 of the Annual Return for the year ended 31st March 2019 (The Accounting Statements 2018/19) had been signed by the Responsible Financial Officer and were presented to the Parish Council for approval. The Accounting Statements 2018/19 were unanimously approved and signed by the Chairman.

The Notice for the Exercise of public rights would be displayed on the noticeboards and the website on Monday 7th June 2019. The AGAR would be sent to the External Auditors by the deadline of 1st July 2019.

19-20/0107

ALLOTMENTS

A Meeting of the Allotments Committee had taken place on Saturday 8th June and Cllr Walmsley had produced some notes. Several plots were overgrown, and the Clerk would write to those allotment holders.

Permission had been given for a greenhouse to be installed on one of the plots with the condition that any breakages should be cleared up immediately for health and safety reasons.

The groundsman to be requested to cut back the hedge bordering the back of the garden of no. 1 Sandy Lane, which was overhanging the allotments, being mindful of nesting birds. The groundsman would also be requested to dig over plot 28 and cover it with plastic sheeting to prevent the spread of weeds. (This is the plot that it was decided not to let because of its shaded position.)

The Clerk to produce a new list of Committee members and Allotment Committee meeting dates and email to Cllr Walmsley for the noticeboard.

Cllr Knight confirmed that the central path was the responsibility of the Parish Council but the ditches, and any bridges over, were the responsibility of ploholders. It was agreed that this should be made clear to ploholders and incorporated in the Allotments Rules, the updated version of which would be circulated to all ploholders with their annual rent request letter in September and also uploaded onto the website.

RESOLVED: that the Clerk would produce new notices for the noticeboard and update the Allotments Rules for circulation with the annual rent letter in September and for the website. The groundsman to be requested to cut the hedge bordering no 1 Sandy Lane and dig over and lay plastic sheeting on plot 28.

19-20/0108

LIBRARY

Cllr Knight reported that fundraising was going well but more volunteers were needed.

CORRESPONDENCE

19-20/0109

CO-OPTION OF PARISH COUNCILLOR

There was one candidate for the vacancy of Parish Councillor. The candidate would be interviewed at the July meeting and a decision made.

19-20/0110

MOUNTBATTEN PARK

A large hole had appeared in the ground at Mountbatten Park which could be a health and safety hazard. The Clerk to ask the groundsman to fill it in.

RESOLVED: that the Clerk would ask the groundsman to fill in the hole at Mountbatten Park.

19-20/0111

RECREATION GROUND SURVEY

Results from the Recreation Ground survey had been collated by Cllr Wotton And were distributed to the Recreation Ground Committee for further consideration.

19-20/0112

FINANCE MEETING

It was agreed that a Finance meeting would be held on Thursday 18th July 2019 at 7pm in the sports pavilion to discuss the first quarter's accounts.

19-20/0113

OTHER CORRESPONDENCE

Victim Support – Hampshire and IOW – request for donation – agreed £100.

19-20/0114

GRANTS

The Chairman reported tht works was continuing with an application for a Henry Smith grant.

19-20/0115

HEALTH AND SAFETY/ RISK ASSESSMENT

An inspection was due to take place on the children's playground within the next month.

A Fire Risk Assessment had been carried out on the pavilion and the report had been forwarded to the groundsman and to the Recreation Ground Committee for consideration and action.

19-20/0116

QUESTIONS/REPORTS FROM MEMBERS PRESENT

There were no questions or reports from members present.

19-20/0117

APPROVAL OF ACCOUNTS FOR PAYMENT

Contractor costs, Clerk Salary, HMRC	5003.81
CSG – Emptying of septic tank	155.00
Benica Solutions Ltd – Allotments fencing	1042.03
Benica Solutions Ltd – bin emptying and cleaning products	289.91
Benica Solutions Ltd – Maintenance of St John’s churchyard	128.00
Benica Solutions Ltd – Pavilion cleaning	600.00
TVBC – Pavilion rates	423.36
Hampshire Playing Fields Association – Subscription	40.00
J Harrington – Clerk allowance, mileage, stationery, postage (quarterly)	563.53
Benica Solutions Ltd – PAT testing at pavilion	174.00
TVBC – Elections Fee	57.60
S M Butler – Year end accounts	1128.50
S M Butler – Accounts – 2 quarters	880.00
Sustainable Communities – Contract 3	97.50
TOTAL	£10583.24

Proposed: Cllr P Thompson Seconded: Cllr R Walmsley

19-20/00118

TREES

19/01335/TPOS 7 The Birches Close T1 (B1 on drawing) Silver Birch – reduce
 North Baddesley Height by up to 5m
*No objection – subject to Arboricultural
 Officer’s approval*

19-20/0119

PLANNING APPLICATIONS

There were no planning applications.

The meeting closed at 9.25pm

