

**Minutes of a Virtual Meeting of North Baddesley Parish Council held Via Video Conference on Monday 13<sup>th</sup> July 2020 at 7.00pm.**

Present: Cllr D Knight (Chair), G Louden, D Middlewick, R Walmsley, A Warnes, V Wotton and A Yellin

Absent: Cllr P Thompson

In Attendance: Borough Councillor Mrs C Dowden, J Harrington, Parish Clerk (Minutes)

Members of the Public: None

**20-21/0098**

**APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllr P Thompson.

**20-21/0099**

**DECLARATION OF INTERESTS/DISPENSATIONS**

Cllr Middlewick declared an interest in Planning Application No. 20/01547/FULLS and did not take part in discussions. There were no other declarations of interest/dispensations.

**20-21/0100**

**OPEN PERIOD**

There were no members of the public present.

**20-21/0101**

**MINUTES**

It was unanimously resolved that the Minutes of the previous meeting be accepted as an accurate record and would be signed by the Chairman at the next non-virtual meeting.

**MATTERS ARISING**

**20-21/0102**

**ALLOTMENTS (Minute20-21/0055)**

Cllrs Walmsley, Thompson and Warnes had visited the allotments the previous Saturday and Cllr Walmsley had produced a set of Minutes (attached).

The Parish Council agreed that areas between allotments were the responsibility of allotment holders and the purchase of materials to level an uneven path would be the plotheholders' responsibility. Similarly, issues with rats would need plotheholders to individually apply measures to get rid of them and the removal of tree stumps or similar on a plot would be down to the plotheholder. A request for the Parish Council to supply a drainage pipe was granted with the plotheholder carrying out the works to lay the pipe. It was agreed that the groundsman would be asked to trim the back hedge on the Sandy Lane side of the allotments.

There were discussions around the Parish Council supplying slabs along the central grass access route to prevent it from collapsing. It was agreed that members would keep an eye on the Freecycle Site for free slabs using the Chairman or the groundsman's trailer to transport them.

There were a few overgrown plots and the Clerk undertook to write to the holders. There were discussions around organising help from volunteers at the True Life Centre for those people struggling to maintain their plots.

**ACTION: The Allotments Committee to report back to plotheholders on the Parish Council's decisions. The Clerk to write to those allotment holders with overgrown plots and to offer the services of volunteers at the True Life Centre for those struggling to maintain their plots. The Clerk to ask the groundsman to trim the hedge.**

**20-21/0103 SEPTIC TANK (Minute 20-21/0056)**

A quotation in the sum of £20,691.00 plus VAT had been received to carry out works to connect the sports pavilion to mains drainage. The nearest connection point was in the rear garden of a property in Botley Road and the works would involve digging a trench across the football pitches. It was agreed that the Clerk would seek a second quotation and funding would be discussed at the next Finance meeting. Cllr Warnes undertook to ask TVBC if 106 funding might be available.

**ACTION: The Clerk to seek a second quotation and Cllr Warnes to ask TVBC if 106 Funding was available.**

**20-21/0104 DEFIBRILLATORS (Minute 20-21/0058)**

Cllr Middlewick had been liaising with the vicar over the reinstallation of the defibrillator at All Saints' Church. It was hoped that the defibrillator would be reinstalled on the following Friday.

**20-21/0105 TREES IN THE GROUNDS OF THE JUNIOR SCHOOL (Minute 20-21/0059)**

No further updates had been received. The Clerk to continue to chase.

20-21/0106

**MUGA (Minute 20-21/0060)**

The new basketball backboards had been completed by the Men's Shed and installed by the groundsman. A loose panel on the cage still needed to be fixed and the Clerk undertook to remind the groundsman.

**ACTION: The Clerk to remind the groundsman of the loose panel on the cage**

20-21/0107

**REAR GARDEN EXTENSION LICENCE (Minute 20-21/0060)**

All 8 licences had been signed and returned and the relevant fees paid. Cllr Walmsley was continuing to carry out investigations regarding the disputed location of a row of leylandii trees. Several of the rear garden extension holders had extended the boundaries of the extension land beyond the original boundary and had erected sheds on this extended land. The Clerk to write requesting that they move their fences back to the original boundary line along with the sheds and seek permission from the Parish Council for the relocation of their sheds, as per the terms of the new licence.

**ACTION: The Clerk to write to all rear garden extension holders regarding their boundaries.**

20-21/0108

**REMEMBRANCE SUNDAY (Minute 20-21/0062)**

A virtual meeting with the Scouts had been arranged for the forthcoming Monday.

20-21/0109

**PAVILION BROADBAND (Minute 20-21/0063)**

The Clerk had spent a great deal of time liaising with BT over the pavilion Broadband seeking to separate the Clerk's home phone number from the pavilion account. The Clerk's home phone was still under contract until December 2021. BT could not offer a better deal for the pavilion phone and Broadband because of the way in which the account had been set up. It was classed as a site office due to the location of the pavilion and there were issues with the apparent lack of a postcode. It was agreed that Cllr Middlewick would supply the Clerk with the pavilion's correct Postcode and the Clerk would seek a quotation from Plusnet.

**ACTION: Cllr Middlewick to supply the Clerk with the pavilion postcode and the Clerk to ring Plusnet.**

20-21/0110

**NEW COMPUTERS (Minute 20-21/0064)**

The Chairman reported that his laptop appeared to be working more slowly and he had encountered problems whilst trying to join the virtual meeting. It was agreed to monitor the situation.

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| 20-21/0111 | <b>FIRGROVE TO CASTLE LANE CYCLEWAY (Minute 20-21/0065)</b>   |
|            | No further information had been received from HCC on the scheme. The Clerk to chase.  |
| 20-21/0112 | <b>CO-OP PAVEMENT (Minute 20-21/0066)</b>   |
|            | No further progress had been made. The Clerk to chase.  |
| 20-21/0113 | <b>PAVILION WATER (Minute 20-21/68)</b>   |
|            | The groundsman had yet to provide the Clerk with a water meter reading. The Clerk reported that the pavilion water account with Business Stream was in credit. <b>ACTION: The Clerk to chase the groundsman for a water meter reading.</b>  |
| 20-21/0114 | <b>PARISH PLAN (Minute 20-21/0069)</b>  |
|            | No further progress had been made.  |
| 20-21/0115 | <b>SCOUT HUT LEASE (Minute 20-21/0070)</b>  |
|            | A virtual meeting with the Scouts had been arranged for the forthcoming Monday.   |
| 20-21/0116 | <b>BUS SHELTERS (Minute 20-21/0071)</b>   |
|            | The bus shelters were still in need of painting. The Clerk to chase the groundsman.   |
| 20-21/0117 | <b>BOILER AT PAVILION (Minute 20-21/0072)</b>   |
|            | The new boiler had been installed. The Clerk was awaiting the paperwork.  |
| 20-21/0118 | <b>CONTAINER ALARM (Minute 20-21/0073)</b>  |
|            | The new alarm had been installed. A request from First Contact Fire and Security for a key to the pavilion was declined.  |
| 20-21/0119 | <b>IMPROVEMENTS TO FOOTBALL PITCHES (Minute 20-21/0075)</b>   |
|            | A meeting had taken place the previous Monday at the Recreation Ground between members of the Parish Council and representatives from Baddesley Park Football Club (notes attached). Cllr Walmsley had provided a revised Grass Maintenance Agreement which was unanimously agreed. |

The pitches would be officially closed from now on for the foreseeable future to ensure that everyone was aware of the planned improvements to the pitches. The Clerk undertook to remind the Women's Football team to remove their goals from the storeroom in the pavilion.

**ACTION: The Clerk to liaise with the Women's team.**

**20-21/0120 USE OF PAVILION AND RECREATION GROUND (Minute 20-21/0091)**

There were discussions around re-opening the pavilion and it was agreed measures needed to be put in place to ensure that it was safe. It was agreed that a Covid-19 Committee needed to be set up (Recreation Ground Committee) and a meeting was arranged for 7pm on Thursday 23<sup>rd</sup> July at the pavilion to discuss what measures needed to be put in place before the pavilion could be re-opened.

**20-21/0121 USE OF TENNIS COURTS (Minute 20-21/0092)**

A set of rules, compiled by the Clerk, were revised and agreed.

**ACTION: The Clerk to arrange for the revised rules to be erected at the tennis courts and put on the website.**

**20-21/0122 OAK TREE OVERHANGING 8 TORNAY GROVE (Minute 20-21/0097)**

The Clerk was continuing to liaise with the Insurance Company and TVBC regarding the issue with the tree at 8 Tornay Grove.

**20-21/0123 APPROVE ANNUAL GOVERNANCE STATEMENT**

Section 1 of the Annual Return for the year ended 31st March 2020 (The Annual Governance Statement 2019/20) was unanimously approved and would be signed by the Chairman and Clerk outside the meeting.

**20-21/0124 APPROVE ACCOUNTING STATEMENTS**

Section 2 of the Annual Return for the year ended 31st March 2020 (The Accounting Statements 2019/20) had been signed by the Responsible Financial Officer and were presented to the Parish Council for approval. The Accounting Statements 2019/20 were unanimously approved and would be signed by the Chairman outside the meeting.

The Notice for the Exercise of public rights would be displayed on the noticeboards and the website on Monday 20th July 2020. The AGAR would be sent to the External Auditors by the deadline of 31st July 2020.

**20-21/0125 CHARITY ACCOUNTS**

The Clerk was liaising with the Accountant over obtaining quotes for advice on VAT regarding the Charity Accounts. One quotation had been received and a further quotation was still awaited from HALC.

**ACTION: The Clerk to chase HALC for a quotation.**

**20-21/0126 LIBRARY**

There were no changes regarding the Library. A meeting with HCC was due to take place shortly to determine whether the library would have its support taken away. It was unsure whether the library would re-open.

**CORRESPONDENCE****20-21/0127 TREES IN GREAT COVERT**

An email had been received from a member of the public expressing concern that trees were being cut down in Great Covert woods. Cllr Knight explained that the trees were being cut down as a business in order to replant them. There were discussions over the boundary line between Great Covert woods and Parish Council land. Cllr Wotton undertook to reply to the email and the Clerk undertook to secure the Title Plan for the Parish Council's land from Land Registry.

**ACTION: Cllr Wotton to reply to the email and the Clerk to obtain the Title Plan from Land Registry**

**20-21/0128 WEBSITE**

There were discussions on re-arranging the website and how best to display information. The Clerk undertook to change the layout and seek members' views as to their preferences. **ACTION: The Clerk to change the layout of the website.**

**20-21/0129 OTHER CORRESPONDENCE**

Victim Support, Hampshire and IOW – request for donation – agreed £50

**20-21/0130 GRANTS**

There were no further updates on grants. A Finance meeting was arranged for Monday 6<sup>th</sup> September at 7pm.

20-21/0131

**HEALTH AND SAFETY/ RISK ASSESSMENT**

It was agreed that health and safety at the pavilion and recreation ground would be reviewed at the forthcoming meeting on 23<sup>rd</sup> July, when measures to make the building safe regarding Covid-19 would be discussed.

Issues with trees in Baddesley Close were discussed and Cllr Warnes undertook to visit the area and inspect the trees in question.

A large branch had fallen from a tree on land adjacent to Seymour Parade, injuring 2 people. The Chairman and the Clerk had met with Tim Hamilton of Hamilton Townsend who were responsible for managing the area around Seymour Parade. It was established that the tree, from which the branch had fallen, was not on Hamilton Townsend's land. It was agreed that the Clerk would make enquiries with TVBC.

Cllr Walmsley reported a tree close to the rear garden extension land boundary in Queen's Ride which was almost horizontal. Cllr Walmsley to make further investigations to ascertain the exact location of the tree.

**ACTION: Cllr Warnes to inspect the trees in Baddesley Close, the Clerk to write to TVBC regarding the tree on land adjacent to Seymour Parade and Cllr Walmsley to make further investigations at Queen's Ride.**

20-21/0132

**QUESTIONS/REPORTS FROM MEMBERS PRESENT**

Cllr Warnes reported that Roger Tetstall had stepped down as Chief Executive at TVBC and Andy Ferrier was now in post.

Cllr Wotton reported that containers on the former cricket field were rusty and crumbling. Cllr Knight confirmed that they belonged to Baddesley Park Football Club. The Clerk to make enquiries with the Football Club as to what to do with them.

**ACTION: The Clerk to liaise with Baddesley Park Football Club over the containers on the former cricket field.**

Cllr Middlewick reported that the Village Hall was moving towards re-opening.

20-21/0133

**APPROVAL OF ACCOUNTS FOR PAYMENT**8th June to 13<sup>th</sup> July 2020

Contractor costs, Clerk Salary, HMRC	5002.01
J Harrington – Microsoft Office 365 subscription for Clerk and Chairman	79.99
Youth worker – Youth work and activities – grant funded (May)	571.98
Youth worker – Youth work and community development work – grant funded (May)	250.00
NB Youth and Community Club – Grant to Projects Club	500.00
J Harrington - Land Registry payment for 7 x £3 Title plans for properties in Ringwood Drive	21.00
Benica Solutions Ltd – Bin emptying and signage – Recreation Ground (May)	198.07
Benica Solutions Ltd – Pavilion cleaning (May)	600.00
Benica Solutions Ltd – Maintenance of St John’s churchyard (May)	128.00
J Harrington – Land Registry 1 x £3 Title plan for property in Ringwood Drive	3.00
J Harrington – Title Register – land at Mountbatten Park	3.00
Sustainable Communities – Contract 3	116.25
Sustainable Communities – Henry Smith Project	83.33
Cllr R Walmsley – Cisco Webex software	106.92
Came and Company – Tractor Insurance	206.06
Play Inspections – Playground inspection	120.00
Business Stream – Allotments water	112.71
Youth worker – Youth work and activities – grant funded (June)	593.98
Youth worker – Youth work and community development work – grant funded (June)	250.00
Benica Solutions Ltd – Pavilion cleaning (June)	600.00
Benica Solutions Ltd – Maintenance of St John’s churchyard (June)	128.00
Benica Solutions Ltd - Bin emptying (June)	86.69

**TOTAL                    £9,760.99**

**Proposed: Cllr R Walmsley    Seconded: Cllr G Louden**

20-21/0134

**TREES**

20/01363/TPOS	Rose Cottage 87 Rownhams Lane North Baddesley	T2 – Oak – Remove up to 2 metres from the height, thin branches, remove deadwood. <i>No objection – subject to Arboricultural Officer’s approval</i>
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20/01499/TPOS	North side of car parking area 38 Fulford Road North Baddesley	T1 – Ash Tree – Fell <b>Objection – healthy tree so no strong reason to fell and tree adds to the character of the estate.</b>
20/01570/TPOS	33 Woodside Road, North Baddesley	T1 Oak – Crown reduce by up to 3m and thin by 10-15% <b>No objection – subject to Arboricultural Officer’s approval</b>
20-21/0135	<b>PLANNING APPLICATIONS</b>	
20/01328/FULLS	25 Hulle Way North Baddesley	Two and single storey side and rear extension to provide additional living space and accommodation. <b>Objection – concern overlooking, overshadowing and overpowering adjacent bungalow.</b>
20/00509/FULLS	23 Six Oaks Road, North Baddesley	Demolition of existing outbuildings including garage, external WC, conservatory and stables building; construction of single and two storey extension to provide open plan living with two additional bedrooms and bathrooms above; construction of detached carport with storage room above. <b>No comment</b>
20/01471/FULLS	43 Langham Close North Baddesley	Two storey rear extension <b>Objection – concern loss of light for adjacent bungalow</b>
20/01547/FULLS	Land to the Rear of 78 Botley Road North Baddesley	Erection of single storey dwelling with parking and associated external areas; alterations to parking and external areas of Oakley House dwellings. <b>No comment</b>
<b>Cllr Middlewick declared an interest and did not take part in discussions</b>		

The meeting closed at 9.50pm