

Minutes of the Meeting of North Baddesley Parish Council held on Monday 8th June 2020 at 7.00pm in the Sports Pavilion, Recreation Ground, Sandy Lane, North Baddesley.

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

Absent: Cllr P Thompson

In Attendance: J Harrington, Parish Clerk (Minutes)

Members of the Public: None

20-21/0051

APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr P Thompson and Borough Cllr Mrs C Dowden.

20-21/0052

DECLARATION OF INTERESTS/DISPENSATIONS

There were no declarations of interest/dispensations.

20-21/0053

OPEN PERIOD

There were no members of the public present.

20-21/0054

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

20-21/0055

ALLOTMENTS (Minute 20-21/0005)

Cllr Walmsley had visited the allotments the previous Saturday and had produced Minutes (attached). A virtual meeting of the Allotments Committee had also taken place on Monday 1st June 2020 (Minutes also attached).

It was agreed that a large structure erected on one of the plots should either be moved 3 feet to the right of the plot or removed altogether to avoid shadowing neighbouring allotments.

Permission to use a sprinkler was granted if it was not left unattended.
It was agreed that the Allotment Rules would be revised to incorporate this point.

The Clerk to write to 2 allotment holders whose plots needed attention. **ACTION: The Clerk to write those allotment holders whose plots needed attention and revise the Allotment Rules.**

20-21/0056 SEPTIC TANK (Minute 20-21/0006)

The Chairman had requested a quote from the groundsman to dig a trench across the football pitch to connect the sports pavilion to the nearest mains water connection point (in the back garden of one of the houses in Botley Road). The groundsman had requested a specification. The Clerk undertook to contact a Civil Engineering Company with regard to arranging a meeting with Cllrs Knight and Middlewick to discuss compiling a specification.
ACTION: The Clerk to arrange a meeting

20-21/0057 FENCING TO CAR PARK (Minute 20-21/0007)

The Chairman had met with the groundsman to discuss the location of the dragon's teeth and it was decided that the dragon's teeth would be left where they are for the time being.

20-21/0058 DEFIBRILLATORS (Minute 20-21/0008)

Cllr Middlewick had liaised with All Saints Church concerning their defibrillator which was not working due to water damage. The Church is arranging for the defibrillator to be removed and replaced.

20-21/0059 TREES IN THE GROUNDS OF THE JUNIOR SCHOOL (Minute 20-21/0009)

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

20-21/0060 MUGA (Minute 20-21/0010)

The Men's Shed had completed works to replace the backboards to the basketball nets and Cllr Walmsley was liaising with the groundsman regarding their collection and installation.

20-21/0061 REAR GARDEN EXTENSION LICENCE (Minute 20-21/0011)

See Minute No 20-21/0076.

20-21/0062 REMEMBRANCE SUNDAY (Minute 20-21/0012)

The Clerk had contacted the Scouts with a suggested date for a virtual meeting but to date had not received a reply. The Clerk to chase.

20-21/0063 PAVILION BROADBAND (Minute 20-21/0013)

The Clerk had liaised with Cllr Walmsley and agreed to contact Plusnet for a new Broadband deal and to contact BT to separate the Clerk's phone rental from the pavilion package.

ACTION: The Clerk to investigate a deal with Plusnet and contact BT.

20-21/0064 NEW COMPUTERS (Minute 20-21/0014)

SSD had been installed on the Chairman's computer for a trial run. The Chairman reported that it was working more efficiently and would monitor the situation.

20-21/0065 FIRGROVE TO CASTLE LANE CYCLEWAY (Minute 20-21/0015)

The Clerk had chased HCC for more overall information on the scheme but to date had not received a reply.

20-21/0066 CO-OP PAVEMENT (Minute 20-21/0016)

The manhole cover had been repaired but the area around the manhole cover had been filled with pea shingle which was constantly being displaced. The Clerk to request that that a hard surface, such as concrete or tarmac, be installed.

ACTION: The Clerk to liaise with the Co-op.

20-21/0067 PAVILION ELECTRICITY (Minute 20-21/0017)

Costs provided by SSE for a 4-year fixed deal for 2020-24 were agreed by all present at the previous planning meeting and were put before the full Council. The 4-year fixed deal was approved, and the Clerk undertook to contact SSE.

ACTION: The Clerk to liaise with SSE.

20-21/0068 PAVILION WATER (Minute 20-21/0018)

The groundsman had been unable to take a meter reading as the manhole housing the water meter was full of water. A reading would be taken once the water had drained.

20-21/0069 PARISH PLAN (Minute 20-21/0019)

No further progress had been made.

20-21/0070 SCOUT HUT LEASE (Minute 20-21/0021)

The Clerk had contacted the Scouts with a suggested date for a virtual meeting but to date had not received a reply. The Clerk to chase.

20-21/0071 BUS SHELTERS (Minute 20-21/0023)

Cllr Knight reported that a lot of moss was growing on the top of the bus shelter in Rownhams Road opposite the Chemist shop. The Clerk to report to the groundsmen. **ACTION: The Clerk to report to the groundsmen.**

20-21/0072 BOILER AT PAVILION (Minute 20-21/0025)

An energy performance report was still awaited from the Heating Engineers. The Clerk to chase.

20-21/0073 CONTAINER ALARM (Minute 20-21/0026)

First Contact Fire and Security had reported that, on attending the pavilion to fit the new alarm panel, they had found that the whole system needed to be re-wired. A revised quotation in the sum of £2880 plus VAT (minus deposit already paid) had been provided. The new quotation was approved by all present and permission granted for the works to proceed.

ACTION: The Clerk to liaise with First Contact Fire and Security

20-21/0074 IMPROVEMENTS TO FOOTBALL PITCHES (Minute 20-21/0027)

See Minute No 20-21/0075.

20-21/0075 GRASS MAINTENANCE AGREEMENT – BADDESLEY PARK FOOTBALL CLUB

The Clerk reported that the groundsmen's original quotation was broken down into sections of work that could be carried out in line with the amount of funding released by the Football Association each year. It was agreed that, each year, an order would be raised by the groundsmen in advance of the works being carried out. This would be presented to the Football Club which would release the funding to the Parish Council. On receipt of the funding the Parish Council would instruct the works to proceed and pay the invoice on completion. The Parish Council would oversee the project and be responsible for its management. No direct instructions would be accepted by the groundsmen from the Football Club and the groundsmen would be answerable only to the Parish Council.

It was agreed that works would have to be carried out to both pitches at the same time and therefore the pitches would be out of use for about a month or so, after which use would be restricted to about two games per week. Baddesley Park Football Club would need to draw up a timetable that would need to be adhered to by all the football clubs. Works were expected to commence in the Autumn.

The Grass Maintenance Agreement, drawn up by Baddesley Park Football Club had been considered and minor alterations made. There was a query over whether VAT had been added to the figures in some instances and the Clerk undertook to clarify with the Football Club. A proposed termination clause to be added, would be put to the Football Club.

With regards to pitch hire fees, it was agreed that the Parish Council would waive the fees for one year from July 2020 to July 2021. After this time, the fees would be £2000 per annum, to be paid in 4 instalments of £500.

ACTION: The Clerk to liaise with the Football Club.

20-21/0076

REAR GARDEN EXTENSIONS

There were lengthy discussions on how to proceed in relation to the rear garden extension land. A decision was made not to offer the land for sale at the present time due to ongoing negotiations with the Hoe Lane developer about improvements to Mountbatten Park and Queen's Ride. It was agreed that a new licence would be sent out to all rear garden extension holders with a covering letter offering the option of accepting and signing the new licence, and revised fee, or relinquishing the land back to the Parish Council. If the land was relinquished, it would need to be cleared of everything on it and the boundary fence moved back to the original boundary position at the rear garden extension holder's expense. A period of 28 days from the date of relinquishing the land (1st July 2020) would be granted for these works to be carried out. A deadline of 1st July for notifying the Parish Council of which option had been chosen, had been set. **ACTION: The Clerk to prepare the new licence/letter for approval by the Parish Council before sending out.**

20-21/0077

INTERNAL AUDIT REVIEW

A copy of the Internal Audit had been forwarded to all Councillors for their consideration prior to the meeting and all recommendations had been noted. It was agreed that a comprehensive review had been carried out and no further action needed to be taken at the present time.

As there had been no AGM this year, it was agreed that a review of the Asset Register and Insurance would be added to the agenda for the September meeting.

20-21/0078

LIBRARY

The library was still closed due to the Coronavirus outbreak. Cllr Knight reported that some libraries had been carrying out a home delivery service. There would be a meeting in a couple of weeks to find out when the Library would be re-opening. No Government papers had yet been released on the re-opening of public buildings.

CORRESPONDENCE

20-21/0079

HIRE OF OUTSIDE SPACE AT RECREATION GROUND

A fee for hiring the outside space at the Recreation Ground was determined. The Clerk to inform the Fitness Groups proposing to use the grounds.

20-21/0080

VANDALISM AT RECREATION GROUND

The groundsman had reported a huge increase in litter, broken bottles, and minor incidents of vandalism at the Recreation Ground over the past few months. The Clerk to inform the PCSO and ask her to keep an eye on the area.
ACTION: The Clerk to inform the PCSO.

20-21/0081

SUSTAINABLE COMMUNITIES

The Youth and Community Club and Recreation Ground contracts with Sustainable Communities had both expired. The Clerk to forward the proposed new contracts to all Councillors.
ACTION: The Clerk to forward the proposed new contracts to all Councillors.

20-21/0082

GRANTS

It was agreed that a grant of £500 for North Baddesley Projects Club would be paid from the Chairman's allowance and an application form for a further £500 would be submitted by the Chairman at the next meeting.
ACTION: The Clerk to arrange for payment.

20-21/0083

HEALTH AND SAFETY/ RISK ASSESSMENT

Cllr Walmsley reported a tree down at Mountbatten Park at the back of the rear garden extension land. It would need to be determined whether the tree was on rear garden extension land in which case it would be the responsibility of the licence holder to organise for its removal. It was not a hazard at the present time.

There were discussions around measures that would need to be put in place before the sports pavilion re-opened and possible changes to the hire agreements for all regular users, in line with Government guidance.

It was agreed that the MUGA could be officially re-opened and that signs should be erected in various prominent locations advising members of the public to observe social distancing guidelines and not to gather in groups of more than 6 people.

There were no other health and safety issues.

20-21/0084

QUESTIONS/REPORTS FROM MEMBERS PRESENT

Cllr Warnes opened discussions on resilience within the Parish Council and cited the Covid-19 Support Group as a good example. Cllr Knight reported that meetings would take place with TVBC on forming policies for the future. Cllr Wotton suggested internal resilience needed to be looked at, with back-up for key roles within the Parish Council.

20-21/0085

APPROVAL OF ACCOUNTS FOR PAYMENT

12th May to 8th June 2020

Contractor costs, Clerk Salary, HMRC	5002.01
First Contact Fire and Security – Deposit for new intruder alarm panel	529.20
J Harrington – Reimbursement for Laptop SSD for Cllr Knight	93.79
Sustainable Communities – Contract 3 – Grant funding	112.50
Sustainable Communities – Henry Smith Project – Grant Funding	83.33
Sustainable Communities – PC A4A Grant £10k – Grant funding	210.00
J Harrington – Clerk allowance, mileage, stationery etc. (quarterly)	510.61
Benica Solutions Ltd – Pavilion cleaning	600.00
Benica Solutions Ltd – Maintenance of St John’s churchyard	128.00
Purbeck Engineering Ltd – Pathway at Recreation Ground	5580.00
Benica Solutions Ltd – Treatment for tennis courts, cement for benches, bin emptying and replacement padlocks	448.18
TOTAL	£13297.62

Proposed: Cllr D Middlewick Seconded: Cllr G Louden

20-21/0086

PLANNING APPLICATIONS

There were no planning applications.

The meeting closed at 9pm