

# BADGER FARM PARISH COUNCIL

## Minutes of the Meeting held on 12<sup>th</sup> December 2011

### PRESENT:

John Godbold (Chair)  
Fenella Jarvis (Vice Chair)  
Chrissie Sanders  
Nicola Blencowe  
Will Hawthorne  
Ian Tait  
Heather Nicholson

### IN ATTENDANCE:

Martin Macpherson (Clerk)  
Cllr Lynda Banister (WCC)  
Cllr Brian Laming (WCC)

### APOLOGIES:

PCSO Gavin Cooper  
Cllr Charlotte Bailey (HCC)  
Dean Upton

### 1038. Minutes of the Last Meeting

The minutes of the meeting held on 14<sup>th</sup> November 2011 were **AGREED** and signed as an accurate record.

### 1039. Reports and Recommendations from Working Parties

a) Police

No Report

b) Open Space

NTR

c) Planning

**MM** reported that:

- (i) No new applications had been received.
- (ii) No applications had been approved.
- (iii) No applications had been refused

d) Play Equipment

**MM** reported that:

- (i) "In-house" fortnightly play equipment inspections are up to date.
- (ii) In accordance with the decision reached at the last meeting (Minute 1032 d) (ii) page 780 refers) **MM** has now agreed a contract with Simon White at Vita Play for monthly inspections of both play areas for £768 plus VAT per year. Inspections will be carried out during the last week of each month.

- (iii) The first Vita Play inspection took place on Friday 2 December. The following defects were identified with higher levels of risk (eg A - potential for death, B - severe or C - minor injury):

| Equip                    | Defect                                   | Action       | Risk |
|--------------------------|------------------------------------------|--------------|------|
| <b>Central Kickabout</b> |                                          |              |      |
| Trim Trail               | Traverse ropes worn to core              | Replace      | C    |
| Wicksteed Multi Play     | 2 post caps missing<br>1 post cap broken | Replace      | C    |
| <b>Davis Kickabout</b>   |                                          |              |      |
| Flat Seat Swings         | Cracks in frame                          | Monitor/Fill | C    |
| Cradle Swings            | Cracks in frame                          | Monitor/Fill | C    |
| Multi Play               | Cracks in frame                          | Monitor/Fill | C    |
|                          | Rope on Incline ladder worn              | Replace      | C    |
| Safety Surfacing         | Algae & Moss                             | Clean        | C    |

Council **AGREED** to replace the Trim Trail traverse ropes.

e) Transport

**KT** had forwarded a report covering the following:

- (i) Problems with the new Stagecoach bus service.
  - (a) Unreliable timekeeping of No.5 service.
  - (b) Unreliable timekeeping of No.1 service.
  - (c) Cancellation of No. 2 service.
- (ii) BlueStar services are working well.
- (iii) Railway, services to London and Bournemouth are generally working normally, but some weekend engineering work is planned in the New Year in the Totton area. There will be no service on December 25th or 26th.

Council discussed:

- (iv) Speeding on the Ridgeway. **LB** undertook to establish with WCC whether the warning sign was still operational and if so when it could be deployed.

f) Communications

No report

g) Finance

**MM** reported that:

- (i) The cleared bank balance on 1 December 2011 was £52,043.74. There were no un-cleared cheques. The bank statements and reconciliation for November 2011 were signed by **JG**.

- (ii) At the end of the third quarter of the financial year (31 December 2011) actual income & expenditure compared with budgeted income & expenditure is expected to be:

| <b>Income</b>       |                |                |           |             |
|---------------------|----------------|----------------|-----------|-------------|
| Category            | Budget to date | Actual to date | Shortfall | Surplus     |
| Precept             | 27,900         | 27,900         |           |             |
| Other Income        | 11             | 966            |           |             |
| <b>Total Income</b> | <b>£27,911</b> | <b>£28,866</b> |           | <b>£955</b> |

| <b>Expenditure</b> |                |                |           |               |
|--------------------|----------------|----------------|-----------|---------------|
| Category           | Budget to date | Actual to date | Overspend | Underspend    |
| Business           | 3,300          | 3,580          | 280       |               |
| Clerk Salary       | 5,029          | 4,836          |           | 193           |
| Donations          | 2,437          | 1,000          |           | 1,437         |
| Litter             | 1,537          | 2,860          | 1,323     |               |
| Open Space         | 1,003          | 0              |           | 1,003         |
| Play Equipment     | 1,980          | 964            |           | 1,016         |
| Whiteshute Ridge   | 5,300          | 5,923          | 623       |               |
| <b>Total</b>       | <b>£20,586</b> | <b>£19,163</b> |           | <b>£1,423</b> |

Income is £955 higher than predicted caused by the payment of an unbudgeted sum of £955 from S & SE. Expenditure is £1,423 under budget mainly caused by the limited number of donations granted to date. The end of year surplus is likely to be in the order of £3,000.

Council **AGREED** that this situation is entirely satisfactory.

h) Parish Proposals and Action Grid

**JG** reported that:

- (i) The Aubade Picnic Table from Marshalls Street Furniture Ltd was delivered on 11 November and has now been erected by the millennium stone. The old bench has been moved to a new site at the northern end of the Ridge.
- (ii) He has now written to Mrs Spender about a commemorative plaque for the new seat.

**BL** reported that:

- (iii) The RCA had now agreed to fit WiFi from BT Open Zone in the Community Centre early in the New Year. This would give BT Open Zone subscribers free access; others will need to purchase vouchers.

i) Community Centre Lease Compliance

**WH** had reported in November that:

- (i) Significant damage had occurred to the wooden floor in the Battery Room when the drains between the Surgery and Community Centre had overflowed during heavy rain. The matter is in the hands of the Community Centre's insurers but questions still remain about the efficacy of the drain and responsibilities for its maintenance and repair.
- (ii) Sainsburys have now accepted responsibility for the drain and their insurers will make good the damage.

j) Whiteshute Ridge

**MM** reported that:

- (i) David Denby has now completed the annual tree survey. The following problems, recommendations and quotes were identified:

| Tree No | Type        | Defect                               | Cure                    | Quote |
|---------|-------------|--------------------------------------|-------------------------|-------|
| 186     | Ash         | Fungal brackets on limbs - Dead wood | Aerial Survey           | £ 75  |
| 192     | Ash         | Dead wood in crown                   | Crown Clean             | £ 210 |
| 193     | Ash         | Dead / Dying crown over road         | Remove Crown and reduce | £ 530 |
| 213     | Ash         | Rotten at base                       | Monitor                 |       |
| 218     | Ash         | Rot pocket at base of crown          | Aerial Survey           | £ 75  |
| 219     | Ash         | 8 ft high decay                      | Fell                    | £ 750 |
| 224     | Ash         | Dead wood / tree under stress        | Fell                    | £ 480 |
| 271     | Field Maple | Dead crown                           | Crown Clean             | £ 180 |

**MM** proposed that since it was essential that trees 193, 219 and 224 were dealt with first this should be done immediately. There was also sufficient money in the budget to crown clean tree 271. The remainder of the work should be left for next year. Council **AGREED** this policy. The cost will be £1,940 plus VAT.

- (ii) He had had a site meeting on the Ridge with Garry Humphrys of Scandor Ltd on Thursday 24 November who has subsequently provided a quote for a "one-off" autumn cut of the medium grass of £2,640 plus VAT. After discussion **JG** and **MM** had accepted this quote on 29 November. The work was completed on 6 December.
- (iii) Scandor had provided an annual maintenance quote of £3,725 plus VAT. After comparing this with other quotes Council **AGREED** to accept.
- (iv) Scandor had also provided a quote for purchasing and planting a 130 metre long mixed hawthorn hedge to repair the SS & E damage. This was

for £1,821 plus £180 for subsequent spraying and maintenance during the first year. Council **AGREED** that this was a fair quote and to inform S & SE that we would be invoicing them for this amount before accepting Scandor's quote.

- (v) The height restrictor at the Badger Farm Road entrance to Whiteshute Lane has been padlocked shut by the HCC Gypsy Liaison Officer (07736 792918) and **MM** had now obtained keys. He has retained one, passed one to Scandor and passed the remaining four to **JG**
- (vi) Following the report from **BL** at the last meeting (Minute 1032 j) (iv) page 782 refers) that walkers have again been depositing dog waste around Ivy Close **IT** had chivied up WCC about siting a dog bin in Mead Road. Rob Heathcock, WCC Assistant Director (High Quality Environment) has now directed Dave Ingram to action this.

k) County Council Rep

**CB** was unable to attend but had forwarded a written report covering:

- (i) Buses. The poor performance of No. 5 service has been noted by HCC who are in negotiation with Stagecoach.
- (ii) Insulate Hampshire. Free loft and cavity wall insulation remains on offer. See [www.insulatehampshire.co.uk](http://www.insulatehampshire.co.uk)
- (iii) Replacement street lights will be fitted in Badger Farm after Oliver's Battery in late January.

l) City Council Reps

**LB** reported on the following:

- (i) Pitt Manor. The inspector had reserved his judgement after the inquiry and will report later. All BFPC objections had been represented.
- (ii) Core Development Strategy. Bushfield Camp had been designated an "opportunity site" – this does not mean it has been earmarked for residential building.

m). Notice Board Rep

NTR

n). Newsletter Rep

NTR

o). WDALC

NTR

p) 2012 Diamond Jubilee

**JG** announced that he would be forming a sub-committee at the next meeting to take this forward.

**1040. 2012/13 Budget**

**MM** reminded the Council of the overall financial policy. The aim was to maintain a Balance of £10K as a contingency against unexpected expenditure. On top of this Council needed to maintain Reserves of £14.5K in accordance with the terms of the Whiteshute Ridge lease and sufficient funds to meet their liability for the Clerk's gratuity on retirement. Any surplus should be maintained as a Large Project Fund for longer term capital expenditure.

He went on to explain that the best prediction for the Balance at the end of the current financial year (2011/2012) is a total Income of £28,866 and total expenditure of £24,201 giving an in year surplus of £4,665. This translates into a gross carried forward balance at 31 March 2012 of £45,566 consisting of:

|                      |          |
|----------------------|----------|
| Whiteshute Ridge     | £ 14,500 |
| Clerk Gratuity       | £ 2,188  |
| Capital Project Fund | £ 16,727 |
| Contingency          | £ 10,000 |
| Balance              | £ 43,415 |

He went on to propose that in setting the budget for 2012/2013 Council should aim to increase the Reserves to £16,907 to cover the increased gratuity liability and maintain the contingency at £10K. In view of Council's intention to procure new play equipment for the Davis Kickabout the Capital Project Fund will need to be grown to about £21K and even this may prove insufficient. The balance sheet at 31 March 2013 should therefore be:

|                                  |          |
|----------------------------------|----------|
| Whiteshute Ridge                 | £ 14,500 |
| Clerk Gratuity                   | £ 2,407  |
| Capital Project Fund             | £ 21,277 |
| Contingency                      | £ 10,000 |
| This will require a balance of : | £ 48,184 |

Council **AGREED** this strategy.

Council then discussed expenditure for 2012/2013 which they **AGREED** should be capped at £23,201 as follows:

|                   |                 |
|-------------------|-----------------|
| Salary            | £ 6,418         |
| Business Expenses | £ 4,576         |
| Litter            | £ 2,975         |
| Open Space        | £ 0             |
| Play Equipment    | £ 932           |
| Whiteshute Ridge  | £ 5,800         |
| Donations         | £ 2,500         |
| <b>Total</b>      | <b>£ 23,201</b> |

To afford this level of expenditure and achieve an end of year balance of about £48,000 it will be necessary to receive an income of £27,900. Assuming interest payments of £70 a Precept demand of £27,900 would be adequate. However **MM** pointed out that this would be an unchanged precept for the third consecutive year and suggested that Councillors should note that it will be impossible to maintain this low level of expenditure next year. He suggested that they might therefore wish to consider demanding an extra £500 now.

After much discussion Council **AGREED** that a precept demand of £28,400 would be appropriate. One Councillor abstained.

#### 1041. Donations

**MM** reported that:

- (i) He had received a request for a donation from the Chair of BF & OB RCA towards the cost of production of the newsletter. Council **AGREED** that a donation of £400 was appropriate.

#### 1042. Correspondence

The following correspondence was discussed:

- a) The annual X-Country race on Whiteshute Ridge and the Clarendon Way will take place on Sunday 8 January.
- b) WinACC have produced a pamphlet encouraging Parish Councils to “learn from each others experiences”. Details of events are at [chris.holloway@winacc.org.uk](mailto:chris.holloway@winacc.org.uk)

#### 1043. Payment of Accounts

The following payments were approved and signed on 25 November by **MM, JG** and **DU**:

|      |             |                 |          |   |
|------|-------------|-----------------|----------|---|
| 1553 | David Denby | WSR Tree Survey | £ 700.00 | - |
|------|-------------|-----------------|----------|---|

The following payments were approved and signed at this meeting:

|      |                         |                           |            |          |
|------|-------------------------|---------------------------|------------|----------|
| 1551 | Winchester City Council | Dog Bin Emptying          | £ 455.00   | -        |
| 1552 | M D Macpherson          | Clerk Salary (November)   | £ 500.58   | £ 4.13   |
| 1554 | Vita Play               | Play Equipment Inspection | £ 76.80    | £ 12.80  |
| 1555 | Scandor                 | WSR Annual Cut            | £ 3,168.00 | £ 528.00 |
| 1556 | BF & OB RCA             | Donation                  | £ 400.00   | -        |

#### 1044. Any other business

There being no further business the meeting closed at 2115.

Signed

Date