

# BADGER FARM PARISH COUNCIL

## Minutes of the Meeting held on 8th June 2009

### PRESENT:

Keith Taylor (Chair)  
Ian Tait  
Will Hawthorne  
Daniel Phelps  
Fenella Jarvis  
Dean Upton

### IN ATTENDANCE:

Martin Macpherson (Clerk)  
Cllr David Spender (WCC)  
Cllr Charlotte Bailey (HCC)  
PC Nigel Harding  
3 Members of the Public

### APOLOGIES:

Ray Stannard  
John Godbold  
Cllr Brian Collin (WCC)

### 847. Minutes of previous meeting

The minutes of the meeting held on 11<sup>th</sup> May 2009 were **AGREED** and signed as an accurate record.

### 848. Reports and Recommendations from Working Parties

#### a) Police

**PC NH** reported on the monthly crime figures.

#### (i) There had been:

May Tree Close	Harassment – 1 arrest
Sainsburys	1 Theft by deception
May Tree Close	Assault & Harassment – 1 arrest
Meadow Way	Suspicious male
Badger Farm Rd	Excess alcohol – 1 arrest
Rooks Down Rd	Suspicious male

#### (ii) Anti-social behaviour. The end of the academic year had seen an increase in congregations of young people on open space in such areas as the Water Meadows, St Cross and St Catherine's Hill. The police presence will continue in these areas.

#### b) Open Space

**MM** reported that:

#### (i) The seven benches had been pressure washed and treated. The bench on the footpath between Wren and Swift Close is in a poor state of repair with some rotten wood. It remains safe at present but is likely to need replacing within the next two years.

**DS** reported that:

- (ii) The damaged brickwork on the Elder Close garages had been inspected by Building Control (WCC) who had written to the owners pointing out their responsibilities.

c) Planning

**MM** reported that:

- (i) 3 new applications had been received:

Wheatland Close	Two storey extension
Broad Chalke Down	Conservatory to rear
May Tree Close	Conservatory to rear
- (ii) No applications had been approved:
- (iii) No applications had been refused.
- (iv) No application has yet been submitted by Sainsburys to move the recycling centre and they are now in breach of the enforcement notice served upon them. **DS** will chase up WCC planning department for action.

d) Play Equipment

**MM** reported that:

- (i) Play Equipment inspections were up to date.
- (ii) A damaged swing on the Davis Kickabout (reported at the last meeting) had been removed, repaired and replaced by **JG**.

e) Transport

**MM** reported that:

- (i) Work on the Park & Ride (South) site will continue through the summer and involve a number of road closures:
  - (a) Construction of footpaths on Otterbourne and Badger Farm Roads involving temporary traffic signals.
  - (b) Widening of Bushfield Roundabout. Traffic restricted to one lane between 31 July and 6 August.
  - (c) Resurfacing of Badger Farm Road, north of Bushfield roundabout. Southbound road closed over two weekends in August.
  - (d) Completion of footpaths 31 July to 8 August will involve stop/go signs or two way traffic lights.
- (ii) Work on the Park and Ride remains on schedule for opening in Spring 2010.

f) Parish Website

NTR

g) Finance

**MM** reported that:

- (i) The bank balance remained healthy and expenditure remained within budget.
- (ii) The bank statements and reconciliation for May 2009 were signed by **KT**. The cleared balance was £34,286.99. There was 1 uncleared cheque totalling £10.49.
- (iii) The Completion of Audit notice for 2008/09 was posted on notice boards on 15 May inviting inspection between 18 May and 16 June 2009.
- (iv) He had received a cheque for £20.48 from BF & OB RCA in respect of the cancelled booking in May.
- (v) He had instructed the Insurance Company to amend the policy to reflect the purchase of the Clerk's laptop and the disposal of the Dell PC and monitor.

h) Community Project

**DP** reported that:

- (i) His resident's survey had been published in Community News.
- (ii) Further copies were distributed to Councillors and asked to distribute by hand.

i) Community Centre Lease Compliance

Mr Whittick of the BF & OB RCA Social Club made a representation to the Parish Council. This was heard in private and is minuted separately.

i) Whiteshute Ridge

**MM** reported that:

- (i) The annual removal of new growth and saplings had now been completed.
- (ii) The split limb reported during the tree survey (minute 831 j) (i) page 614 refers) has now been removed.

k) County Council Rep

**CB** reported:

- (i) That she was able to provide litter picking kit(s) if street communities wished to help clear roadside litter.

l) City Council Reps

**DS** reported on:

- (i) The Greening Campaign. Experience was showing that a community approach successfully countered the “what difference can I make by myself” attitude. He was seeking volunteers to set up a Badger Farm Greening Campaign. Those interested were invited to a meeting at Oliver’s Battery Primary School on Wednesday 17 June at 7.30pm.

m). Notice Board Rep

**KT** reported that:

- (i) The RCA would claim for a new notice board on their insurance after last month’s Community Centre break-in (Minute 842 m) (i) refers).
- (ii) A claim for a second notice board was probably inappropriate and **MM** was tasked to investigate costs of replacements.

n). Newsletter Rep

NTR

o). WDALC

**MM** reported that:

- (i) The AGM will be held on Thursday 18<sup>th</sup> June at 7.00pm in the Wykeham Room, Guildhall. Presentations will be:
  - a) Hampshire Highways by Amey
  - b) WCC by Chief Executive Simon Eden
  - c) South Downs National Park by Barbara Holyome
- (ii) Details were passed to **FJ** who may attend.

**849. 2008 / 2009 Audit**

**MM** reported that:

- a) The internal audit for 2008/09 had been conducted by Mrs Eleanor Greene and completed on 14 May 2009. No problems had been identified. Copies of the Balance

Sheet and Income & Expenditure Account at 31 March 2009 had already been circulated and remained unchanged. He summarised the "Significant Variances" return and the "Supporting Statement".

- b) The Accounts for the year ending 31 March 2009 and the Statement of Assurance and Governance Statements were **APPROVED** by Council. The Balance Sheet, Income and Expenditure Account, Asset Register, Supporting Statement and Explanation of Variance (including the Reconciliation of Statement of Accounts) were signed by **KT** and **MM** prior to their being forwarded to District Audit in Plymouth.
- c) The Annual Governance Statement was **APPROVED** by Council.
- d) The Auditor had recommended a number of minor actions which are recorded in the table below:

<b>Accounting</b>	<b>Comment</b>	<b>Council Decision</b>
Reconciliations	The reconciled bank balance should be recorded in the minutes monthly	<b>AGREED</b> – will be done
Budget	Include approved annual budget in minutes	<b>AGREE</b> – will be done
Deposit Accounts	The Council currently operate three separate bank deposit accounts. It would be better to consolidate them into one account for admin and interest earned.	<b>Partially AGREE.</b> <b>MM</b> will investigate reducing to two accounts.
Whiteshute Ridge Funds	As this amount will be held on deposit long term it may be beneficial to hold it in a fixed term bond earning proper interest for a year at a time. Check what the bank have to offer.	Council expressed concern about whether this was a good long term strategy. <b>MM</b> will investigate.
Standing Orders	These have not been reviewed during the year. When the new model set is issued, this should be done.	<b>AGREE</b>
Risk Assessment	The risk assessment had not been reviewed during the year.	<b>AGREE</b> – will be done
VAT	VAT is currently claimed annually. For cashflow purposes it would be better to claim half yearly or quarterly.	<b>AGREE</b> – will be claimed half yearly.

## 850. Correspondence

The following correspondence was discussed:

- a) Core Strategy Preferred Option. Consultation will run until 3 July 2009. The preferred option can be viewed at [www.winchester.gov.uk](http://www.winchester.gov.uk) and comment is invited from all.
- b) Donation. Request from Victim Support Hampshire. Council **AGREED** that given budget restrictions this was inappropriate and no donation should be given.

**851. Payment of Accounts**

Cheque	Payee	Details	Amount	VAT
--------	-------	---------	--------	-----

The following payment had been approved and signed since the last meeting:

1425	Luke Godbold	Open Space – benches	£ 210.00	-
------	--------------	----------------------	----------	---

The following payments were approved and signed:

1423	M D Macpherson	Clerk Salary & Expenses	£ 447.43	£ 3.88
1424	Eleanor S Greene	2008/09 Internal Audit	£ 300.00	-
1426	SERCO	WSR – Removal of new growth	£1,775.03	£231.53

**852. Any other business**

There being no further business the meeting closed at 2130.

Signed .....

Date .....