



Minutes of the Meeting of the Parish Council held in the Bushfield Room, Badger Farm Community Centre at 7.30 p.m. on Monday 14th May, 2018.

Members Present: Cllr. Mrs. Rhian Dolby - Chairman
Cllr. Mrs. Julie Lacey – Vice Chairman
Cllr. Mrs. Fenella Jarvis
Cllr. Godbold
Cllr. Skinner
Cllr. Parsons

In Attendance: Mrs. C. Howe - Parish Clerk,
Cllr. Laming (W.C.C.) Cllr. Mrs. Warwick (H.C.C. & W.C.C.)

18 Members of the public were in attendance

ACTION

39/18 To elect the Chairman of the Council and to receive the Chairman's Declaration of Office
Cllr. Mrs. Lacey proposed and Cllr. Skinner seconded Cllr. Mrs. Dolby for chairman.
Resolved: Cllr. Mrs. Dolby was elected as Chairman for 2018/19 and duly signed the Declaration of Office.

40/18 To elect the Vice-Chairman of the Council and to receive the Declaration of Office
Cllr. Mrs. Dolby proposed and Cllr. Mrs. Jarvis seconded Cllr. Mrs. Lacey.
Resolved: Cllr. Julie Lacey was elected as Vice-Chairman and duly signed the Declaration of Office.

41/18 To receive apologies for absence
None received but Cllr. Mrs. Nicholson has resigned as a councillor. The resignation was sent to the Chairman by e.mail.

42/18 To receive any Declarations of Interest from Members
None received.

43/18 To approve as a correct record, the minutes of the ordinary Parish Council Meeting on 9th April, 2018
Resolved: The minutes were accepted and signed by the Chairman as a true record.

44/18 To approve and confirm Council's Standing Orders
Councillors were not aware of any changes needing to be made.
Resolved: The Standing Orders be approved and confirmed.

45/18 To approve and confirm Council's Financial Regulations
Councillors were not aware of any changes needing to be made.
Resolved: The Financial Regulations were approved and confirmed.

Chairman.....

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- 46/18 To approve and confirm Council's Code of Conduct Policy**
Councillors were not aware of any changes needing to be made.
Resolved: The Code of Conduct Policy was approved and confirmed.
- 47/18 To approve and confirm Council's Communications Protocol Policy**
Councillors were not aware of any changes needing to be made.
Resolved: The Communications Protocol Policy was approved and confirmed.
- 48/18 To approve and confirm Council's Complaints Procedure Policy**
Councillors were not aware of any changes needing to be made.
Resolved: The Complaints Procedure Policy was approved and confirmed.
- 49/18 To approve and confirm Council's Data Protection Policy**
Councillors were not aware of any changes needing to be made.
Resolved: The Data Protection Policy was approved and confirmed.
- 50/18 To approve and confirm Council's Recording at Meetings Policy**
Councillors were not aware of any changes needing to be made.
Resolved: The Recordings at Meetings Policy was approved and confirmed.
- 51/18 To appoint an Internal Auditor for 2018/19**
Resolved: To appoint Mrs. Eleanor Greene as BFPC auditor for 2018/19.
- 52/18 To review Council's Asset Register**
Councillors were not aware of any changes needing to be made.
Resolved: The asset register was approved and confirmed.
- 53/18 To review Council's Insurance Policy**
Councillors were not aware of any changes needing to be made.
Resolved: The Insurance Policy was reviewed, approved and confirmed.
- 54/18 To approve Clerk's salary and hours of employment**
Clerk's salary is £9485.58 per annum being the salary point 26 within the LC2 range in scale 26 - 29 as set out in the 2017 National Agreement on Salaries and Conditions of Service of Local Council Clerks in England and Wales. Hours worked per week are 15.
Noted.
- 55/18 To appoint members to working parties**
Resolved: The following members were appointed to working parties.
- | | | |
|---|---|--|
| a. Planning | - | Cllr. Mrs. Jarvis, Cllr. Godbold |
| b. Communications | - | Cllr. Mrs. Lacey - Facebook
Cllr. Parsons - Website
Cllr. Skinner - Twitter
Cllr. Mrs. Dolby - Newsletter |
| c. Playgrounds/Open Spaces (Recreation) | - | Cllr. Parsons |
| d. Parish Lengthsman | - | Cllr. Mrs. Lacey |
| e. Highways and Transport | - | Cllr. Skinner |

56/18 To appoint representatives to external bodies

Resolved: The following members were appointed to external bodies.

- | | | |
|---|---|---------------------------------|
| a. Police | - | Cllr. Mrs. Lacey |
| b. Hampshire Transport Forum | - | Cllr. Skinner |
| c. Badger Farm Community Centre | - | Cllr. Mrs. Dolby |
| d. WDALC (Winch. Dist. Assoc. of Local Councils)- | | Cllr. Mrs. Dolby, Cllr. Godbold |

57/18 To set the dates and times of ordinary Council Meetings for the year

Resolved: The dates were approved and confirmed. Clerk to inform Mrs. Jan Dawkins the booking secretary at the Community Centre.

June 11th 2018 – BFCC
 July 9th 2018 – BFCC
 Sept. 10th 2018 – BFCC
 Oct. 8th 2018 – BFCC
 Nov. 12th 2018 – BFCC
 Dec. 10th 2018 – BFCC
 Jan. 14th 2019 – BFCC
 Feb. 11th 2019 – BFCC
 March 11th 2019 – BFCC
 April 8th 2019 - BFCC

58/18 To consider continued membership of HALC

Resolved: To continue subscription to HALC.

59/18 Planning:

18/01161 – 46 Harrow Down, single storey front, side and rear extensions. Alterations to driveway and access. Conversion of existing garage and existing loft into habitable accommodation with a rear dormer window extension. Object.

18/00763 – 43 St. Anne's Close, side extension and conservatory with tiled roof. Object to the side extension and balcony but not the conservator.

18/00968 – 2 Wheatland Close, single storey rear extension. No comment.

18/00312 – 38 Honeysuckle Close, front porch. No comment.

18/00899 – 19 Wheatland Close, front porch. No comment.

Cllr. Jarvis to submit the parish observations to the W.C.C., planning department.

7.55 p.m. Mr. Andrew Tilley, speaker for the Annual Assembly Meeting joined the meeting.

60/18 To receive reports from

H.C.C. –

Circulated to members prior to the meeting.

Chairman closed the meeting.

Mr. Andrew Tilley from C.A.B. gave his presentation on the necessity for organisations such as the Parish Council continue to fund the C.A.B. People who are in need of impartial advice and help are quite often in difficult financial circumstances. 45% of the calls the C.A.B. received were from citizens with debt related enquiries.

W.C.C. – Cllr. Mrs. Bell and Cllr. Laming
Circulated to members prior to the meeting.

61/18 Matters arising - Urgent items not on the Agenda
None received.

62/18 Clerk's Report

1. Hire of Bushfield Room is to increase by 2.5%
2. Hags have quoted for 3 quarterly inspections of play areas = £360.00 p.a. which includes minor maintenance.
3. Int. Audit took place and the report was sent to councillors prior to the meeting. A few Issues need to be addressed;
 - a. Resignations should be in written format, not verbal and submitted to the Chairman. The resignation is effectively immediately.
 - b. All correspondence from BFPC must go through the proper officer.
 - c. Planning - observations must be approved by Full Council and whilst it was noted that comments should in the normal course of events, be submitted to the planning department by the proper officer, BFPC do not get sufficient prior notice of the applications to comply. Council decided to get the consensus by e.mail and for Cllr. Jarvis to submit the comments to the W.C.C., planning department.
4. W.C.C., have sent the precept to the NatWest bank account. A Cheque for the full amount to be signed tonight to enable the transfer to the Unity Trust Bank.
5. All required policies are now in place.
6. Clerk requested councillors to sent any spring/summer/sunny photos so they can be put onto the website. Clerk also requested any further information which any councillors wished to see on the website to be forwarded on to her so they can be included on the website.
7. Clerk has received a request from BF&OBRCA for a donation for Community News. To be included on the Agenda for June 2018.
8. V.a.t., claim has been submitted but will be delayed because we have changed our bank details and have to be verified by their compliance office.

63/18 Finance

- a. To sign off 2017/18 accounts – approved and signed off.
- b. To approve and sign the bank reconciliation – approved and confirmed.
- c. To approve Sections 1 & 2 of the Annual Return – approved and confirmed.
- d. To receive explanations of significant differences – received and approved.
- e. To approve payments for April '18 and sign cheques – approved and signed.

There being no further business to transact, the Chairman thanked the members of the public and Council and closed the meeting at 9.30 p.m.

The date and location of the next meeting -

Monday 11th June, 2018, Badger Farm Community Centre at 7.30 p.m.

Chairman.....

14th May, 2018