



BADGER FARM
Parish  Council

Minutes of the Meeting of the Parish Council held in the Bushfield Room, Badger Farm Community Centre at 7.30 p.m. on Monday 11th March, 2019.

Members Present: Cllr. Mrs. Julie Lacey - Vice Chairman
Cllr. Mrs. Fenella Jarvis
Cllr. Godbold
Cllr. Skinner

In Attendance: Mrs. C. Howe - Parish Clerk

By invitation: Cllr. Laming (WCC) Part of the meeting

ACTION

- 36/19 Apologies**
Cllrs. Dolby, Parsons, Warwick and Bell
- 37/19 Declaration of Interests**
Cllr. Lacey, agenda item 49/19
- 38/19 To approve the minutes of the meeting held on 11th February, 2019**
Minutes were approved as a true record and duly signed by the chairman.
- 39/19 Chairman's Report**
The Chairman, accompanied by Cllrs. Jarvis and Godbold attended a planning training session at Winchester City Council with Ms. Lorna Hutchings and Ms. Verity Osmond.
- 40/19 Public participation - the public are invited to speak on a topic which is relevant to the parish for a maximum of 3 mins. each**
No public were present.
- 41/19 To receive Report from H.C.C. Member Cllr. Mrs. Warwick**
Circulated to members prior to the meeting.
- 42/19 To receive report from W.C.C. Members Cllr. Laming and Cllr. Mrs. Bell**
Circulated to members prior to the meeting.
- 43/19 To receive reports from Members on outside bodies**
Cllr. Jarvis attended the Chat-Tea Café and reported that it was well attended there was a good atmosphere. Cllr. Jarvis was at the Parish Planning forum and reported there was a good amount of interaction between the parish members and the speakers.

Signed by Chairman:.....

Date:.....

44/19 To discuss responsibility and maintenance of Communal Areas carried forward from January/February meetings

Cllrs. Lacey, Dolby, Warwick, Laming and Bell had a successful meeting with Mr. Botham and Mr. Kevin Reed of Winchester City Council (W.C.C.), to discuss parish maintenance and problem areas in the parish. Mr. Botham agreed to put the footpath in Swift Close back onto the maintenance contract and would consider including Honeysuckle and Maytree footpaths to the new maintenance contract. Although Maytree Close and Elder Close garage blocks are not the responsibility of W.C.C., Mr. Botham said “they would survey any area reported and make safe any unsafe areas”. WCC will also try to establish ownership of the garages. Cllr. Lacey will liaise with Elder Close residents about tidying the garage area. Cllr. Lacey asked all councilors to email her with information about problem areas. A file will then be compiled for future contact with W.C.C. Although the contractor previously employed by W.C.C. was good, a better result would have been achieved with closer monitoring of the workforce which will be done in future. BFPC is to use their lengthsman for as much estate maintenance as possible within their allocated time and request Mr. Knight use the ‘hit squad’ to pick up the slack on any remaining areas.

JL

45/19 To discuss formation of a planning committee, planning procedures and the ‘Terms of Reference’ – carried forward from the January meeting

Following on from the planning training session at Winchester City Council planning department, the planning committee presented their ‘planning flow chart’ which sets out the procedures to be followed when planning applications are received. Clerk to insert into the Standing Orders the amended planning procedures. Cllr. Godbold to send the Clerk the planning policies which they were advised to use by W.C.C. Clerk to print a copy for each member of the planning committee.

CH

46/19 Planning applications:

19/00093 – 19 Rooks Down Road, SO22 4QN, Proposed front entrance, lobby & porch, with en-suite shower room over. Weatherboarding matching other gables.
Comment: No comment on behalf of Badger Farm Parish Council.
NB: Not discussed at full Parish Council meeting as dates did not fit with meetings.

47/19 Recreation

1. Open spaces

Cllr. Laming reported that, as previously arranged, W.C.C are scheduled to re-plant the hedgerow at 26 Lark Hill Rise with appropriate species.

Cllr. Laming was asked if he would arrange the re-siting of the dog bins.

BL

2. Playgrounds

Cllr. Skinner reported that the roundabout at Central was sticking again. VitaPlay to be asked to re-grease it in line with their contract.

HS

Cllr. Skinner to send Clerk the monthly playground inspection reports.

HS

Signed by Chairman:.....

Date:.....

48/19 Highways and Transport –**To discuss participating in a scheme to share a ‘SID’ with other councils**

Cllr. Skinner reported on the flashing speed sign (FSS) which Otterborne uses. It is shared between four parishes. Otterborne have offered the use of the sign to BFPC as one parish is pulling out of the shared scheme later in the year and purchasing their own. There is a schedule where the sign is rotated between parishes, each one having it for 2 weeks at a time, up to 7 times per year. The cost to each parish is £85 for every time it is moved, which covers the cost of a contractor. There are additional costs of replacement batteries which for 2019, will be £59.00. If a post is needed to site the unit this would be an additional £200.00 (lamp posts are generally used). If a parish leaves the shared scheme there is an option to increase the frequency of use in the remaining parishes. Potential sites need to be agreed with HCC and a contract signed. The approximate cost to share the use of this sign would be £650.00 for 7 times per year. As a comparison, a similar unit is £3,200 to purchase outright and we would also need to pay for siting/moving it.

Resolved: Cllr. Godbold proposed and Cllr. Jarvis seconded joining the group.

Buses

No timetable changes affecting route 5.

Roadworks etc.

May Tree Close – fault location, excavation and works to repair LV mains fault work scheduled until 13th March. Some carriageway incursion, delays unlikely. Responsibility of Scottish and Southern Power Distribution.

To discuss traffic calming on Badger Farm

Council decided to defer discussion on any traffic calming features in the parish until the flashing speed sign had been in use for a period of time. If necessary, traffic calming will then be put back onto the Agenda and discussed at a future council meeting.

49/19 Communications

1. Website

Clerk informed council that the website is being kept up to date. The members only area has been requested by the Clerk.

2. Facebook

No comment.

3. Twitter

No comment.

4. Newsletter

Residents found the community news now much brighter.

5. Notice Board

Nothing to report.

50/19 Lengthsman - to discuss using an outside contractor as handyman/lengthsman to supplement H.C.C. appointed lengthsman hours and discuss councillor responsibility for the lengthsman portfolio

After a lengthy discussion, Council felt it would be an inappropriate use of the precept to employ the services of an additional handyman/lengthsman.

Resolved: Not to use a contractor for additional lengthsman work in the parish.

Signed by Chairman:.....

Date:.....

The parish lengthsman will be in the parish on 13th March and will focus on one area only. It is hoped this will give him time to completely finish the job in hand which is totally overgrown.

51/19 To discuss grant application from Citizens Advice Bureau

Resolved: to award a grant of £300 to Citizens Advice Bureau, Clerk to arrange the grant.

CH

52/19 To adopt the following policies:

Communications Protocol

Resolved: To adopt the Communications Protocol.

Document retention policy

Resolved: To adopt the document retention policy.

Grant aid policy (with application form)

Resolved: To adopt the grant aid policy.

Model publication scheme (ICO)

Resolved: The publication scheme was approved.

Protocol for recording at meetings:

Resolved: To approve the protocol for recording at meetings.

Internal Financial Controls:

Resolved: The internal financial controls was approved.

Cllr. Godbold proposed and Cllr. Skinner seconded that all policies be adopted.

53/19 Finance

1. To accept payments for February 2019

Payments were accepted and invoices signed by the chairman.

2. To agree the monthly bank balance with the bank statement

Chairman agreed and signed the bank reconciliation and bank statement.

There being no further business to discuss the Chairman thanked those present and the meeting closed at 10.11. p.m.

Date of next meeting:

Monday 8th April, 2019, 7.30 p.m. Bushfield Room, Badger Farm Community Centre

Signed by Chairman:.....

Date:.....