

BADGER FARM PARISH COUNCIL

Minutes of the Meeting held on 10th May 2010

PRESENT:

John Godbold (Chair)
Fenella Jarvis (Vice Chair)
Keith Taylor
Daniel Phelps
Dean Upton
Will Hawthorne

IN ATTENDANCE:

Martin Macpherson (Clerk)
Cllr David Spender (WCC)
Rachel Skinner (BF & OB RCA)
Nicola Blencowe

APOLOGIES:

Ray Stannard
Ian Tait
Cllr Charlotte Bailey (HCC)
Cllr Lynda Banister (WCC)
PC Joe Zubaidi

915. Appointment of Chair

FJ proposed **John Godbold** as Chairman and this was seconded by **DU** and unanimously agreed by those present. **JG** completed the Declaration of Acceptance, which was countersigned by the Clerk and placed on file.

916. Appointment of Vice Chair

DP proposed **Fenella Jarvis** as Vice Chairman and this was seconded by **JG** and unanimously agreed by those present. **FJ** completed the Declaration of Acceptance, which was countersigned by the Clerk and placed on file.

917. Minutes of previous meeting

The minutes of the meeting held on 12th April 2010 were **AGREED** and signed as an accurate record.

918. Appointment of Members to Working Parties

Members agreed the following appointments to Working Parties:

- | | | |
|----|-----------------------------------|---|
| a) | Open Space | Daniel Phelps |
| b) | Play Equipment | Daniel Phelps, Will Hawthorne, John Godbold |
| c) | Planning | Fenella Jarvis, John Godbold, |
| d) | Transport | Keith Taylor |
| e) | Community Projects | as required |
| f) | Finance | John Godbold and the RFO (Clerk) |
| g) | Community Centre Lease Compliance | John Godbold |
| h) | Whiteshute Ridge | Martin Macpherson |

- i) Police Dean Upton
- j) Noticeboard Rep John Godbold
- k) WDALC John Godbold

919. Reports and Recommendations from Working Parties

a) Police

- (i) PC Joe Zubaidi was unable to attend but PCSO Warren Carne had forwarded a written report covering the following that had occurred in the last month:

Sainsbury Roundabout	2 cases of rowdy and inconsiderate behaviour – youths late at night.
Meadow Way	1 case of rowdy and inconsiderate behaviour at bus stop – students.
Lowden Close	Theft of student’s mobile phone
Community Centre	Theft of purse from Doctor’s Surgery
Rooks Down Road	Theft of Election Posters

MM reported that:

- (ii) The next PACT meeting will be held on Tuesday 25th May at 7.00pm at St Cross Hospital. **DU** will obtain a report from the Neighbourhood Watch Co-ordinator

b) Open Space

MM reported that:

- (i) Grit Bins. He had ordered three additional grit bins from HCC on 29 April to be located:
 - (a) Falcon View beside the junction with Meadow Way.
 - (b) St Anne's Close at the junction with The Ridgeway.
 - (c) Harrow Down, Badger Farm in alcove opposite the garage of No 20.
 HCC had acknowledged this order on 30 April 2010.

Councillors reported the following:

- (ii) (a) A building bag had been dumped in May Tree behind the post box.
- (b) Brambles were obstructing the footpath behind 4 Lowden Close

(c) The thorn tree on the Ridgeway above the underpass is dangerous and requires cutting back.

(d) A cherry tree on the left of Ashbarn Crescent is sprouting runners and saplings.

DS will take up the above with WCC.

(e) The Sainsbury owned trees at the back of their car park is obstructing the footpath beside Meadow Way.

MM will take up with the Manager.

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) Play Equipment inspections were up to date.

DP and **WH** reported that:

(ii) The nets on the mini goals had now been put up.

e) Transport

MM reported that:

(i) An invitation had been received to attend the next Winchester Passenger Transport Forum which will be held on Thursday 27th May at 10.00am in the Guildhall.

(ii) A justified complaint from a resident about illegal parking in Barley Down Drive had been forwarded to the police for action.

KT reported that:

(iii) The Park and Ride (South) had now been opened.

f) Parish Website

KT asked if we knew how many “hits” had been recorded on the website. **MM** will ask Sarah Munns – website manager.

g) Finance

MM reported that:

- (i) Expenditure remained within budget.
- (ii) The cleared balance on 30 April 2010 was £ 45,644.06. There were no un-presented cheques. The bank statements and reconciliation for April 2010 were signed by **JG**.
- (iii) The second half 2009/10 VAT refund claim for £931:23 had been paid on 20 April 2010.
- (iv) The standing order to BF & OB RCA had been increased to £19:48 per month in response to the increase in room charges noted at the last meeting (Minute 913 b) Page 682 refers).

KT suggested that:

- (v) It would be wise for his name to be removed from the bank mandate as a cheque signatory. Council **AGREED** that **Dean Upton** should replace him. **MM** will action.

h) Community Project

No Report

i) Community Centre Lease Compliance

- (i) At the last meeting **KT** questioned whether the BF & OB RCA Trustees had succeeded in finding a new Chairman (Minute 899 page 669 refers). **Rachel Skinner**, Vice Chairman reported the following:
 - (a) 2 new committee members had been recruited.
 - (b) The committee currently had no Chair but nevertheless business was being conducted satisfactorily and she did not foresee any problems with the new arrangement.

JG welcomed this report and reiterated that the Parish Council stood ready to help should this be required.

- (ii) Following discussion at item 920 below about the Asset Register, Council **AGREED** that it would be prudent to check that the Community Centre was properly insured in accordance with the terms of the lease. **WH** will action.

j) Whiteshute Ridge

Nothing to Report.

k) County Council Rep

CB was unable to attend but had forwarded a report on all she had done on behalf of Badger Farm in the previous year. These items have already been recorded in these minutes but a copy of her annual report will be placed on the website.

l) City Council Reps

JG noted **LB's** election to the City Council and asked **DS** to pass on the Parish Council's congratulations.

DS reported on:

- (i) WCC Emergency Scrutiny Panel had completed their work.
- (ii) Local Election Results. Liberal Democrats now have majority on City Council.

m). Notice Board Rep

NTR

n). Newsletter Rep

NTR

o). WDALC

NTR

920. 2009 / 2010 Internal Audit

MM reported that:

- a) The internal audit for 2009/10 had been conducted by Mr Nicholas Caiger and completed on 15 April 2010. No problems had been identified. Copies of the Balance Sheet and Income & Expenditure Account at 31 March 2010 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 2010 and the Statement of Assurance 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 **JG** 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:

Accounting	Comment	Council Decision
Expenditure	Expenditure on laptop was in excess of minuted authorised expenditure.	Not entirely AGREED. Expenditure included essential additional software but principle is supported.
Budget	Expenditure against Budget not minuted after every meeting	Oversight – will be rectified in future
Risk Assessment	The Council has introduced an excellent financial risk process but consideration should be given to expanding it to cover Health & Safety.	AGREE. Will be investigated.
Presentation of Numbers	A comma should be used to separate thousands in accounts.	Will be done
Internet Banking	Consider replacing cheque payment with internet banking once proper controls have been introduced.	Will be investigated

- e) The Auditor's summary comment was "I thought that your records were in very good order".
- f) **JG** thanked the Clerk for his work on this audit.

921. Parish Survey Action Grid

MM reported on the Parish Action Grid. He stated that:

- (i) He had updated the action grid and distributed copies to those present.
- (ii) He outlined the actions required by the Parish Council in the coming months to achieve progress and implement the requirements.
- (iii) Council **AGREED** that the Clerk should bring forward items for discussion and decision at successive meetings recording progress on the action grid. Council will set priorities for implementation at the next meeting.

922. Correspondence

The following correspondence was discussed:

- a) An invitation from the Mayor Elect to attend the Mayor's Sunday Service in the Cathedral and afterwards to a reception in the Guildhall on Sunday 30th May.
- b) A bio-diversity grant scheme will be launched jointly by HCC and ALC at Littleton Village Hall on 25th May from 6.00 to 8.00pm. **DS** volunteered to represent BFPC.

923. Payment of Accounts

The following payments were approved and signed:

Cheque	Payee	Details	Amount	VAT
1461	M D Macpherson	Clerk Salary & Expenses	£ 421.53	-
1462	HALC	Internal Audit Fee	£ 225.00	-
1463	WCC	Dog Bin Emptying	£ 235.60	-
1464	WCC	New Dog Bun	£ 211.50	£ 31.50
1465	WCC	Dog Bin Repair	£ 35.00	£ 6.13
1466	SERCO	Inspection of Play Areas	£ 659.65	£ 98.25
1467	BT	Clerk Telephone	£ 45.09	£ 6.71

924. Any other business

KT noted that on standing down as Chairman of the Parish Council a number of actions were necessary:

- (a) His telephone number should be removed from all relevant notices.
- (b) HM R & C should be informed that Tax matters for the attention of the Employer should addressed to **JG** in future.
- (c) The website should be updated.

MM will action these changes.

JG thanked **KT** most sincerely for his ten years as Chairman of the Parish Council and paid tribute to his steady, careful and responsible handling of Parish matters. The Council wholeheartedly endorsed these sentiments.

There being no further business the meeting closed at 2115.

Signed

Date