

BADGER FARM PARISH COUNCIL

Minutes of the Meeting held on 8th October 2012

PRESENT:

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

IN ATTENDANCE:

Martin Macpherson (Clerk)
Cllr Lynda Banister (WCC)

APOLOGIES:

PCSO Gavin Cooper
Cllr Charlotte Bailey (HCC)
Cllr Brian Laming (WCC)

1100. Minutes of the Last Meeting

The minutes of the meeting held on 10th September were **AGREED** and signed by **JG** as an accurate record.

1101. Reports and Recommendations from Working Parties

a) Police

- (i) **PCSO GC** was unable to attend but had forwarded a written report on crimes that had been reported in the last month:

| | |
|--------------------|--|
| Silverwood Close | Criminal Damage. Front window smashed |
| Central Kick About | Criminal Damage. Play equipment vandalised |
| Sainsbury's | Theft and resisting arrest |
| May Tree Close | Theft. Pushbike stolen from outside property |

b) Open Space

Various Councillors reported that:

- (i) The overall standard of maintenance throughout the estate this year had been of a particularly poor standard.
- (ii) The bushes behind the back hedge of No 1 Fallowfield were very overgrown and require cutting back.
- (iii) The tree by the fork in Plough Way is split and dangerous.

LB noted all three issues and will take up with WCC.

c) Planning

MM reported that:

- (i) 4 new applications had been received:

| | |
|------------------|------------------------------|
| Fallowfield | Conservatory to side |
| Ivy Close | Lean-to conservatory to rear |
| Wheatlands Close | Single storey rear extension |
| Lowden Close | Conservatory to rear |

(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) Vita Play have now completed the repairs to (a) the Bridge Unit and Balance Log and (b) the Slide Unit. **MM** emailed the claim for the Bridge Unit and Balance log to Allianz insurance on 1 October 2012.

(iii) Further vandalism had occurred on the night of 20/21 September and been reported to **MM** by Vita Play. A support post on the traverse rope has been broken out of the ground. This crime was reported to the police on 1 October and allocated a reference number of 44120384390. After considerable discussion it was **AGREED** that it should not be repaired. An explanation will be placed in the Community newsletter and on the website.

(iv) It has been decided that the new climbing ramp on the Davis Kickabout does not have enough hand holds for small children to get up to the slide. Vita Play were contracted on 1 October to put six more hand holds on the ramp at a price of £60.

JG reported that:

(v) He was unhappy about the filler used in the recent repair that remained soft and tacky. **MM** will investigate repair under the warranty.

e) Transport

(i) There was no report this month:

(ii) The next Winchester Passenger Transport Forum will take place in Ashburton Hall on Wednesday 7th November at 10.00am. **KT** has been informed.

f) Communications

DU reported that:

(i) Further to Minute 1096 f) (iii) page 833 he had been unable to take down the old BFOBRCA website but would now contact the host. He also commented that it appeared that somebody was continuing to pay for the site. **WH** will investigate whether this is the CA.

- (ii) Recent problems with the new website could be resolved if all posts and pages were added in pdf in future. **MM** will investigate.

g) Finance

MM reported that:

- (i) Income and Expenditure remained within budget.
- (ii) The cleared bank balance on 1 October 2012 was £55,870.61. There were no un-cleared cheques. The bank statements and reconciliation for September 2012 were signed by **JG**.
- (iii) The VAT claim for £198.79 for the period 1 April to 31 August 2012 was paid into the bank by BACS transfer on 10 September.
- (iv) The second half Precept payment of £14,200 was paid into the bank account by WCC on 21 September 2012.

h) Parish Lengthsman

Councillors suggested the following work be added to the worksheet for the December session:

- (i) Cut back the bushes by the Barley Down bus stop
- (ii) Cut back the bushes on the May Tree Close side of Meadow Way

i) Community Centre Lease Compliance

NTR

j) Whiteshute Ridge

JG reported that:

- (i) **BL** and he had arranged a site meeting with Damian Offer (WCC), City Councillors, Parish Councillors and other interested parties to view Shawford Down when the cattle are grazing on Saturday 10 November in order to progress the discussion about future options for Whiteshute Ridge.

k) County Council Rep

No Report

l) City Council Reps

LB reported on the following:

- (i) The 5A Bus. She invited feedback on usage of the new Thursday, Friday and Saturday night service.

m). Notice Board Rep

JG reported that:

- (i) The 5 notice boards were all becoming increasingly difficult to read and Councillors should consider future requirements before the budget setting meeting in December.

n). Newsletter Rep

LB reported that:

- (i) The deadline for the next Community Newsletter is 9 November.

o). WDALC

NTR

1102. Risk Assessment - Insurance

As part of the continuous Financial Management Risk Assessment, Council considered the following issues:

- a) Assets – Check that the policy has been updated for all recent purchases and removals.
- b) Assets – Review the adequacy of Public Liability insurance cover to mitigate against the risk to third party property or individuals. The current limit of indemnity for Public Liability is £10M.
- c) Staff – Review the adequacy of the Fidelity Guarantee to mitigate against fraud by the Clerk. This element was again considered inadequate during the 2011/12 internal audit despite the Fidelity Guarantee being increased to £40K. Council discussed this matter in June and **AGREED** that a limit of £40K was adequate. Minute 1084 g) (v) Page 821 refers.
- d) Financial Loss – Review the adequacy of the cover. Current cover is for £250,000. Council is additionally covered for corporate manslaughter, employer's liability, personal accident, libel and slander and legal expenses.
- e) Play Equipment – Health & Safety Risk Assessment – Appropriate Loss & Damage Cover, Personal Accident Cover and Public Liability Cover remain in place.

Council **AGREED** that the above risks were adequately covered and **JG** signed the Financial Risk Assessment Form.

1103. Correspondence

The following correspondence was discussed:

- a) The 2012 HALC AGM will take place in the Victoria and Appleton Hall, Green Road, Hartley Witney, Hook RG27 8RE on Saturday 27th October at 1030. No councillors are available to attend.
- b) Invitation to the Chairman to attend City Council's 2013/14 Budget Briefing in the Walton Suite, Guildhall on Wednesday 12 December at 6.00pm. **JG** may attend.
- c) Invitation to attend a presentation on the Winchester Neighbourhood Mediation Service and AGM at Bradbury House, Durngate on Monday 22nd October at 6.00pm. No councillors are available to attend.

1104. Payment of Accounts

The following payments were approved and signed:

| | | | | | | |
|------|---------------------|------------------------------|---|--------|---|--------|
| 1603 | M D Macpherson | Clerk Salary (September) | £ | 428.00 | £ | - |
| 1604 | Vita Play | Play Inspections | £ | 76.80 | £ | 12.80 |
| 1605 | Vita Play | Play Equipment Repairs | £ | 870.00 | £ | 145.00 |
| 1606 | Vita Play | Play Equipment Repairs | £ | 46.80 | £ | 7.80 |
| 1607 | Biffa Municipal Ltd | Litter Bin Emptying | £ | 696.39 | £ | 116.07 |
| 1608 | HM R & C | 2 nd Quarter PAYE | £ | 320.80 | £ | - |

1105. Any other business

There being no further business the meeting closed at 2045.

Signed

Date