



Minutes of the virtual Annual Meeting of the Parish Council held on 18 May 2020 at 7.30pm

Members Present: Cllr Mrs Rhian Dolby - Chairman  
Cllr Mrs Julie Lacey - Vice-chairman  
Cllr Mrs Sarah McColl  
Cllr John Godbold  
Cllr Mrs Fenella Jarvis  
Cllr John Parsons  
Cllr Harvey Skinner

In Attendance: Mrs Howe, Clerk and Responsible Finance Officer

By invitation: Cllr Warwick (HCC) Cllrs Bell, Laming and Williams (WCC)

**71/20 To elect the Chairman of the Council**

**Resolved:** Cllr Dolby was elected as Chairman of Badger Farm Parish Council.  
Proposed by Cllr Lacey and seconded by Cllr Jarvis.

**72/20 To elect the Vice-chairman of the Council**

**Resolved:** Cllr Lacey was elected as Vice-chairman of Badger Farm Parish Council.  
Proposed by Cllr Dolby and seconded by Cllr Skinner.

The Chairman opened the meeting

**73/20 To receive apologies for absence**

No apologies were received as all members were present.

**74/20 Declaration of Interests**

No declarations of pecuniary interests were declared.

**75/20 To approve as a correct record the minutes of the meeting held on 6 April 2020**

Minutes were agreed as a true record of the meeting by Council with the amendment to 91/20 Application no 20/00808 – 12 Ashbarn Crescent, SO22 4LW – should read 'no comment' not 'no objection'. To be discussed at June meeting.  
They will be signed by the Chairman at the commencement of the next meeting when all members of Council are physically present.

**76/20 Public participation - the public were invited to put any questions to Council pertaining to this agenda or the parish**

One member of the public 'attended' the meeting. Mr Miller was concerned about the verges being mown leaving fewer areas where wildflowers could blossom and support insect life. Mr Miller suggested some areas could be left for wildflowers

Signed by Chairman...

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Date: 18 May 2020

with a 1 mtr mown strip around it to show the area was being looked after. The addition of signage explaining why the area was left would also be helpful.

Mr Miller suggested BFPC and he could draw up a proposal, put it to residents and ask them which areas they thought would be suitable trial sites. This would demonstrate to the residents how BFPC are environmentally aware. Council debated the positive and negative elements of whether grass should be cut or not cut and found that a proposal to be drawn up for presenting to the residents would be helpful. Mr Miller, Cllrs Dolby, Lacey and McColl to formulate the proposal.

**77/20 Chairman's report**

The Clerk was instructed by the Chairman to use Arial 12 font as recommended by the RNIB for all parish communications and all documents. The councillors may if they wish continue to use their preferred font.

The Clerk was instructed not to use full stops after acronyms and to reduce the number of commas in order to adopt a modern style for parish documents and communications. Clerk to action immediately.

The Chairman explained that after speaking with Cllr Lacey she rescinded her resignation. The plan is for Cllr Lacey to shadow her for the year to take off some of the pressure with a view to taking over from her as Chairman next year.

Cllr Dolby and Cllr Lacey to put in place a capability policy.

The Chairman has been forwarded emails highlighting problems with trees which were planted too close to private property and also emails about grass cutting, both sub-standard mowing and the mowing of wildflowers before they have gone over.

CH

RD/JL

**78/20 To receive report from HCC Member Cllr Jan Warwick**

Cllr Warwick's monthly report was circulated to members prior to the meeting.

**79/20 To receive report from WCC Members Cllrs Bell, Williams and Laming**

WCC monthly report was circulated to members prior to the meeting.

Cllr Bell reported that an 'E-shot' from WCC was to be a regular feature which would be sent to every councillor.

**80/20 To receive reports from Members**

Cllr Skinner asked members to forward him interesting pertinent information which could be put onto the notice boards. Chairman suggested putting laminated Facebook and Twitter address icons on to each noticeboard.

**81/20 Clerk's report**

1 The external auditors have all the documents they require. We were the first council in the country to send in our AGAR. However due to Covid-19 the dates for the exercise of public rights have been set back, thus the accounts won't be signed off until the end of September, or beginning of October at the earliest.

2 The Lengthsman administrator has been informed BFPC will continue with the HCC contract, but will liaise with the lengthsman direct to arrange the visits.

3 We have received the first half of the precept payment which is £30,202.50

4 Mr Roberts of Plough Way is concerned about Mr Dean cutting the grass on Whiteshute Ridge. Mr Smith, Principal Ecologist and Biodiversity Officer for Natural Environment and Recreation at WCC, is aware of and happy with Mr Dean's work; he is a land management contractor for WCC.

- 5 Mr Slayford of Elder Close has emailed about the continuing parking problems on Elder Close. This problem unfortunately does not seem to be resolvable.
- 6 I have received confirmation from HCC that the annual return for the LGPS has been completed correctly and accepted.
- 7 On instruction from the Chairman and Cllr Lacey, I have opened BFPC a 'Pro account' with Zoom at a cost of £143.88 which I paid from my personal account and then claimed back from BFPC.
- 8 We have received a complaint from Mr Peters of Broad Chalke Down. He is concerned about a tree WCC planted very close to his boundary fence. It is now leaning over the fence cutting down his natural light and could be a potential safety concern should branches snap off and land in his garden, or on a member of his family. I informed Mr Gurdler (WCC) who is responsible for trees. Mr Gurdler does not favour crowning or removing trees and suggests residents remove any branches which are overhanging their gardens themselves as is their legal right. I then wrote to Cllr Hannah Williams (Chairman's instruction) about the problem. Cllr. Williams passed it to Cllr Laming as he has greater knowledge of this area. Cllr Laming replied he is in agreement with Mr Gurdler. Mr. Peters generously offered to fund the cost of 20 trees to be planted elsewhere in Badger Farm in return for this one tree to be felled before it falls down.

**82/20 To discuss the appointment of an Internal Auditor for 2020/21**

BFPC has used the same internal auditor for a number of years and whilst Council have been very happy with the high standard the internal auditor has maintained over the years, it is considered 'best practice' for parish councils to exert a change of auditor every three years to prevent any opportunity for fraudulent activity. It also strengthens the existing strict financial controls the Clerk has put in place to protect the public's money and ensures Council operates within the parameters of administrative and financial procedures necessary to operate lawfully.

**Resolved:** To appoint Lighter Touch Internal Auditor for a period of three years. Clerk to write to the previous internal auditor to inform her BFPC are changing auditors for a period of time and thank her for her work. Clerk to also write to Lighter Touch and inform them BFPC wish to appoint them.

Proposed by Cllr Dolby and seconded by Cllr Godbold.

CH

**83/20 To review Council's asset register**

Council reviewed the asset register prior to the meeting and the Clerk updated it as necessary.

**Resolved:** The asset register was agreed and approved.

**84/20 To review Council's insurance policy**

Council reviewed the existing insurance policy which is held with Came and Co. After discussion it was decided to move to BHIB who provided a like for like quotation at half the cost of the previous broker. Proposed by Cllr Lacey and seconded by Cllr Dolby.

**Resolved:** To move insurance cover to BHIB. Clerk to inform BHIB

CH

**85/20 To note the Clerk's salary and hours of employment**

The Clerk's hourly rate is £12.89 scale point 19 (NJC) and the hours worked are 15 per week. This is the same rate as last year as the new rate of pay has not yet been agreed.

**Noted by council.**

**86/20 To appoint members to working groups**

**Resolved:** Members were appointed responsibility for the following:

- a Planning - Cllr Jarvis (Chairman), Cllr Godbold and Cllr Parsons
- b Social Media – Facebook - Cllr Lacey (Lead), Cllr Dolby, Cllr McColl and Cllr Skinner
  - Twitter - Cllr Skinner
  - Newsletter - Cllr Dolby
  - Notice boards - Cllr Skinner
- c Playgrounds - Cllr Skinner and Cllr Godbold
- d Estates management - Cllr Lacey (Lead) and Cllr McColl
- e Highways and Transport - Cllr Skinner
- f Parish Online - Cllr McColl and Cllr Godbold
- g Local Government Chronicle - Cllr Dolby
- h Environment - Cllr Dolby, Cllr Lacey and Cllr McColl

**87/20 To appoint representatives to external bodies**

**Resolved:** to appoint the following members as representatives of BFPC to the following external bodies.

- a Police (PACT) - Cllr Lacey
- b Hampshire Transport Forum - Cllr Skinner
- c Badger Farm Community Centre - Cllr Dolby and Cllr Godbold
- d WDALC (Winchester District Assoc. of Local Councils) - Cllr Godbold and Cllr Dolby

**88/20 To set the dates of ordinary Council meetings for the year**

- 8 June 2020
- 13 July 2020
- August – summer recess
- 14 September 2020
- 12 October 2020
- 9 November 2020
- 14 December 2020
- 11 January 2021
- 8 February 2021
- 8 March 2021
- 12 April 2021
- 10 May 2021

**Resolved:** The dates were approved and confirmed. The time of the meetings will be 7.30pm. All meetings during the Coronavirus period will be held virtually. When social distancing is no longer required the meetings will resume in the Bushfield Room at Badger Farm Community Centre.

Clerk to inform the Community Centre of dates the Bushfield Room is required. CH

**89/20 To consider continued membership of HALC**

Council discussed the continued membership of Hampshire Association of Local Councils and it was felt beneficial to continue with the subscription. A member of the Council previously upgraded BFPC to Bronze Membership prior to the meeting.

**Resolved:** To continue subscription to HALC. Clerk to arrange. CH

**90/20 To review and approve Badger Farm Parish Council policies**

Council have reviewed and where necessary, amended all their policies.

**Resolved:** Council approved all BFPC policies.

Clerk to arrange for the amended policies to be uploaded onto the website. CH

**91/20 To consider planning applications received from Winchester City Council**

**Application no 20/00719** – 20 mtr telecommunications mast at Ivy Close Badger Farm.

Comment: Cllr Godbold informed WCC they objected to the planned site and height and suggested a location further away from the nearest house and a smaller mast.

**Application no 20/00705** – 17 Kestrel Close, SO22 4QF

Drop kerb to allow parking for one car on created driveway beside house.

Comment: No objection.

**Application no 20/00808** – 12 Ashbarn Crescent, SO22 4LW

2 storey front extension to allow front lobby and extend craft room on 1<sup>st</sup> floor.

Comment: No objection.

Cllr Laming is unhappy with the decision reached by WCC planning department regarding 11 Kestrel Close and will inform them.

BL

Cllr Warwick asked Council to consider which highways and byways need cutting as a priority and to let her know. Whiteshute Lane was identified by Cllr Godbold who is to mark it on a map and forward to Cllr Warwick.

JG

**92/20 To discuss Badger Farm Parish Council playgrounds**

The playgrounds were locked in line with Government guidance on Coronavirus social distancing and will remain locked until we receive further guidance from Government on playgrounds.

**93/20 To discuss Badger Farm estates management**

The lengthsman completed the schedule of works on 9 May 2020 including spraying the weeds on the surfaces of the playgrounds. Cllr Lacey to ask the lengthsman when the weeds are likely to die back so that Councillors can scrape and remove the debris. Cllr Lacey, Cllr Skinner and Cllr McColl volunteered to do this.

JL

**94/20 To discuss any Highways and Transport issues**

Nothing to report.

**95/20 To approve and adopt the Emergency Plan**

As the emergency plan has not yet been finalised it has been commuted to the next meeting.

CH

**96/20 Finance**

1 To approve the payments for April 2020

<b>BADGER FARM PARISH COUNCIL</b>				
<b>APRIL 2020 PAYMENTS</b>				
Date Paid	Supplier	Details	Bacs. No.	Gross
11 May 2020	Mrs Howe	April Salary + exp.	40319451	772.17
11 May 2020	HMRC	PAYE	349339286	69.60
11 May 2020	HMRC	NI	74235773	14.61
11 May 2020	HCC	LGPS	262147326	187.68
11 May 2020	3	Mobile phone	D/D	10.13
11 May 2020	TLC	Website maint	544008218	30.00
11 May 2020	HALC	Bronze membership	763793968	192.00
11 May 2020	Green Otter	Green waste	317574214	48.00
11 May 2020	LGC	Magazine	D/D	296.40
11 May 2020	AVA	Mini Goal	359357683	1,796.24
<b>TOTAL</b>				<b>£3,416.83</b>

- 2 To agree the monthly bank balances with the bank reconciliation  
 The Chairman and Vice-chairman verified the February 2020 bank statement and reconciliation agreed at £120,077.03

**97/20 Items for inclusion on the June 2020 agenda**

- 1 To agree a proposal for trial areas for wildflowers  
 2 To agree and adopt the Emergency Plan

There being no further business to discuss, the Chairman thanked those who participated in the virtual meeting and closed it at 8.55pm.

Date of next meeting: 8 June 2020. Time and venue to be advised due to lockdown restrictions. Council anticipate virtual meetings (using Zoom) will need to be conducted for the next few months. The meeting ID number and password will be posted on BFPC website [www.badgerfarm-pc.gov.uk](http://www.badgerfarm-pc.gov.uk) and facebook page [www.facebook.com/badgerfarmpc](https://www.facebook.com/badgerfarmpc)