



BADGER FARM PARISH COUNCIL

Minutes of the Annual Parish Council Meeting held on May 9th 2023 at 7.30pm in the Bushfield Room of the Badger Farm Community Centre.

Members Present: Cllr. John Godbold – Chairman
Cllr. Helen Barlass
Cllr. Ali Cochrane
Cllr. Catherine Craven
Cllr. Alex Skinner

In Attendance: Mrs Howe, Clerk/RFO

By invitation: Cllr. Warwick (H.C.C. and W.C.C.) Cllrs. Laming and Brophy (W.C.C.)

73/23 To elect the Chairman of the Council

Resolved: Cllr. Godbold was elected as Chairman of Badger Farm Parish Council.
Proposed by Cllr. Cochrane and seconded by Cllr. Skinner.

74/23 To elect the Vice-chairman of the Council

Resolved: Cllr. McColl was elected as Vice-chairman of Badger Farm Parish Council.
Proposed by Cllr. Godbold and seconded by Cllr. Barlass.

The Chairman opened the meeting

75/23 To receive apologies for absence

Cllr. McColl, Cllr. Jarvis, Cllr. Dolby.

76/23 Declaration of Interests

No declarations of pecuniary interests were declared.

77/23 To approve and adopt the minutes of the meeting held on 17th April 2023

Minutes were approved and adopted as a true record of the meeting of Badger Farm Parish Council (B.F.P.C.) and signed by the Chairman.

78/23 Chairman's report

The Chairman gave his report in the Annual Parish Meeting which was held immediately prior to this meeting.

79/23 To receive report from H.C.C. Member Cllr. Jan Warwick

The report was circulated to members prior to the meeting.

80/23 To receive report from W.C.C. Members Cllrs. Warwick, Williams and Laming

The report was circulated to members prior to the meeting.

81/23 To receive reports from Members

N.T.R.

Signed by Chairman... ..

Date: May 9th, 2023

82/23 Clerk's report

1. The communication boards were delivered to the Chairman and installed.
2. I explained the rationale behind Council receiving residents' money into the P.C. bank account. The auditor will flag it up to the senior partner and we await outcome.
3. The annual playground inspection has taken place and reports emailed to Council. I have asked AVA to quote for all remedial works.
4. The memorial bench has been installed and a picture was sent to Councillors.
5. Mr. Martin Farmer who was to clean B.F.'s bus shelters did not send me a copy of his public liability insurance document and not contacted me. Therefore, I have asked W.C.C. if they are able to arrange for them to be cleaned until we can find someone else to do it.
6. Tidy Badger Farm group are pleased with the grant and are happy to send us a few photographs of the group and work they are doing along with a short article for inclusion in the next newsletter.

83/22 To discuss the appointment of an Internal Auditor for 2023/4

After a short discussion, Council decided to stay with Mr. Lightfoot for this current year.
Clerk to inform Mr. Lightfoot.

CH

84/23 To review Council's asset register

Council members considered the asset register.
Resolved: The asset register was agreed and approved.
Clerk to upload to the website.

CH

85/23 To review Council's insurance policy

Council considered whether to change the company providing B.F.P.C.'s insurance or whether to remain with B.H.I.B. brokers.
Resolved: Council to remain with B.H.I.B. Clerk to inform B.H.I.C.

CH

86/23 To note the Clerk's salary and hours of employment

The Clerk's hourly rate is £16.64, scale point 25 (NJC) and is appointed to work 15 hours per week.
This is the same rate as last year, the new rate of pay has not yet been agreed.
Noted by council.

87/23 To appoint members' responsibilities and working groups

Deferred until the July meeting as three Councillors were not present.

88/23 To appoint representatives to external bodies

Deferred until the July meeting as three Councillors were not present.

89/23 To set the dates of ordinary Council meetings for the year 2023/24

<u>2023</u>	<u>2024</u>
June 12 th	January 8 th
July 10 th	February 12 th
August – summer recess	March 11 th
September 11 th	April 8 th
October 9 th	May 13 th
November 13 th	
December 11 th	
January 11 th	
February 8 th	
March 8 th	
April 12 th	

Clerk to arrange for the dates to be uploaded onto the website.
All meetings will take place in the Bushfield Room at the B.F. Community Centre at 7.30 p.m.

CH

- 90/23 To consider continued membership of HALC**
Council discussed continued membership of Hampshire Association of Local Councils and decided it is beneficial to continue with the subscription. It will be reviewed in April 2024.
Resolved: To continue subscription to HALC. Clerk to arrange annual subscription. CH
- 91/23 To review and approve Badger Farm Parish Council policies**
All policies which were due for review have been reviewed and, where necessary, amended.
Resolved: Council approved all B.F.P.C. policies.
Clerk to arrange for the amended policies to be uploaded onto the website. CH
- 92/23 To consider planning applications received from Winchester City Council**
Applications received:
23/00772 – 48 Lowden Close, SO22 4EW To erect a prefabricated office in the garden.
Comment: No objection.
Clerk to inform W.C.C. planning department. CH
- 93/23 To discuss Badger Farm Parish Council playgrounds**
Covered under Item 82/23.3.
- 94/23 To discuss Badger Farm estates management**
The Lengthsman visited B.F. on 26th April. No photos have yet been made available to verify the work done. Cllr. Skinner to request photographs. AS
- 95/23 To discuss Highways and Transport**
N.T.R.
- 96/23 To discuss I.T.**
N.T.R.
- 97/23 Finance**
1. To approve the payments for April 2023
The payments list was circulated to Council prior to the meeting.
Council approved payments for April.

MAY '23 PAYMENTS (APRIL EXP.)					
DATE PD	SUPPLIER	DETAILS	BACS. NO.	VAT NO.	GROSS
02/05/23	BF&OBRCA	Room hire	91556142	-	48.00
02/05/23	Mr. Tim Lightfoot	Internal Audit	146874790	-	400.00
02/05/23	H.C.C.	Pension	897778750	-	290.94
02/05/23	H.M.R.C.	N.I.	730291929	-	16.40
02/05/23	H.M.R.C.	P.A.Y.E.	828490195	-	205.40
02/05/23	Mrs. C. Howe	April Salary + expenses	352518747	-	872.12
02/05/23	T.L.C.	Website maintenance	986872552	-	40.00
02/05/23	Mr. Tony Nelson	Speed camera maintenance	192121278	-	100.00
02/05/23	W.C.C.	Dog bin emptying	348751372	-	325.00
02/05/23	Kompan	Autism communication boards	496074950	382219257	634.71
02/05/23	AVA	Playground Ins. & bench installation	720229544	166964951	1,758.00
02/05/23	H.A.L.C.	Annual Subscription	138869013	-	612.71
02/05/23	Michael Davies	Tidy Badger Farm Group	84385811	-	270.00
02/05/23	3 Network	Mobile phone	721979015	760729222	29.00
02/05/23	W.C.C.	Annual Playground Inspection	323873808	-	118.00
TOTAL					£5,720.28

2. To agree the monthly bank balances with the bank reconciliation
The Chairman verified the April 2023 bank statement and reconciliation agreed at £147,399.17

98/23 Items for inclusion on the June 2023 agenda

1. To appoint members' responsibilities and working groups
2. To discuss part funding a meeting between adjacent parishes to Bushfield Camp.

There being no further business to discuss, the Chairman thanked those who participated in the meeting and closed it at 8.20 pm.

Date of next meeting: June 12th 2023 in the Bushfield Room at B.F. Community Centre.