

Minutes of the meeting of Barton Stacey Parish Council held at 7.30 pm on Tuesday 15<sup>th</sup> January 2019 at Barton Stacey Village Hall.

Meeting opened at 19.30pm. Cllr Gaines wished everyone a Happy New Year and welcomed them to the January meeting and a special welcome to our new Cllr - Donna Oliver . **Present:** Cllr Gaines (Chair), Cllr Nigel Cooper, Cllr Nicholas Prideaux, Cllr Cheryl Sherwood, Cllr Darren Patis, Cllr Donna Oliver, **Also present:** The Clerk – Mrs Jo Gadney, **Members of Public** - 1

**PUBLIC PARTICIPATION** For ten minutes residents are invited to address the Parish Council, make comment on items on the agenda or raise matters for consideration at a future meeting.

**19.50 Apologies.** Received and accepted –Cllr Lovell (illness) Cllr Bettle-Shaffer (illness) County Cllr Andrew Gibson (illness) Cllr David Drew (illness) Not received/accepted -Cllr White (illness)

#### **19.51 Declarations of Interest**

To receive and record declarations interest on the agenda. Cllrs Gaines/Prideaux commented that they both have street lights close to their properties ref 5a) but this would not preclude them from voting.

#### **19.52 Minutes of the previous Meeting and matters arising**

To approve the minutes of the full council meeting dated Tuesday 20<sup>th</sup> November 2018. Approved and signed by Chairman. Matters arising. Cllr Gaines provided a list of listed properties within the parish.

#### **19.53 The Borough and County Councillors reports**

a)Borough Councillor – Cllr David Drew

No report

b)County Councillor – Cllr Andrew Gibson – report read out by Cllr Gaines – county portion of council tax will increase by 4.99% but due to unconfirmed increase for the Police component can't provide exact figure yet. Salt bins should have been filled by 24<sup>th</sup> December. Clerk confirmed one by Gravel Lane/Bullington Lane is full and Cllr Prideaux saw another being filled up recently. Potholes – please continue to report them on HCC portal. Has sent Highways report to Clerk to circulate. **Action** Clerk to circulate report. Hill Farm Garage continues to be of concern and clear that PC not happy with HCC assessment their remedial measures. PC sees clearly that speed is the key factor that needs to be a strategy to reduce speed through this junction.

#### **19.54 Parish Matters**

a) Street lighting – to discuss part night-time switch off for BSPC owned street lights. There are 21 BSPC owned lights. Cllr Gaines read out the email from Justin Higgins (HCC) Also some information from our Neighbourhood Watch co-ordinator / local Police. Read out some research regarding whether there is a link between turning off lights and crime. Although lights make people feel safe there is actually strong evidence that turning lights off can reduce crime. The Kings Elms area is a worry as numerous elderly residents as well as a strange numbering system. Standing orders suspended at 20.05 to ask Village Agents present at the meeting whether she would have a problem with turning lights off in this area. Standing orders replaced 20.06. Proposed and resolved to turn the BSPC lights off (alongside the HCC ones) but for a trial period of 12 months. **Action** Clerk to confirm this with HCC.

b)Footpaths – school path update following trial of cycling

Cllr Gaines confirmed the legal position for footpaths. Numerous positive comments to Clerk and Chairman about allowing the use of bikes on footpath and one negative comment. Proposed and resolved to continue to allow children cycling, at any time of the day, and adults only when with children. Cyclists should demonstrate responsible cycling and should dismount when approaching anyone on foot.

c)Presentation of £1000 grant cheque for SID from TVBC to BSPC –Due to Cllr Drew's absence this will be re-arranged. **Action** Clerk to re-arrange this.

d)Discuss/agree use of S137 monies for restoration of church tiles by BSPC - £30 a tile

Cllr Gaines explained the conflicting views of NALC/HALC regarding donations to the Church and the interpretation of Local Government Act 1894/1972. HALCs view is if the PC can demonstrate the funds will directly benefit the area, or to all or some of its inhabitants, then you can use S137 monies and the contribution must be commensurate with the benefit and agreed that sponsoring a few of these 13<sup>th</sup>

Century tiles would be of long standing benefit to the area. Proposed and resolved to sponsor 6 tiles at a total cost of £180. **Action** Clerk to confirm with Reverend Mark Bailey.

e) Discuss/agree priority list of 5 footpaths for HCC. Proposed and resolved Bransbury Common (12) Bransbury end of Moonlight (9) Difford Kennels to Bransbury (13) Newton Stacey to Bransbury Common (8) and Andyke (11) **Action** Clerk to confirm to HCC.

f) Discuss/agree allowing adult use of trail in playground by LHEO staff.

Cllr Gaines read out email requesting use. The time of 5-6pm would mean there could be children using this equipment. Also it is not designed for adult use. Could be a Health and Safety issue with this too. Suggest trim trail on the back field. Proposed and resolved that no they could not use the playground equipment but very welcome to use the trim trail. **Action** Clerk to confirm.

g) Discuss/agree planting of a Christmas tree on the Green.

Proposed and resolved to allow the planting of a real fir tree but not a large one and to ensure proper advice sought re planting/protecting. **Action** Clerk to confirm

### 19.55 Councillor reports

Cllr Prideaux – PLM are making good progress on 3 new properties on Goldings site. Parking still an issue and they will repair damage on verge outside site entrance. School House/West View developers at Goldings site are arranging for work to take place on the trees. Cllr Prideaux and Sherwood will look at trees on the footpath. Trees at the Swan require work – quotes are being sought by the owners. **Action** Clerk to contact TVBC to see if the PC can do anything about getting this work completed quickly.

Barton Cottage – a new site plan has been proposed so the planning committee will be organising another meeting to discuss this. Traffic lights will be installed on 21/22 Jan and 4 Feb outside the site on The Street for drainage works. **Action** Clerk to put on Village email and website. There is a tree overhanging school path – possibly 25 West Road. **Action** Clerk to look into this.

### 19.56 Clerk's report

Reported 2 fly tipping incidents since last meeting. One was removed within hours. Other had asbestos in it so had to be removed by an external company. Passed her CiLCA qualification. Final tree work been completed on 2 Hawthorns along Newton Lane which required planning permission. Reported problem with Ringbourne Copse drain at entrance to HCC as well as the allotment bollard which has been knocked over for the second time. The Lengthsman came yesterday (Monday 14<sup>th</sup> January, 2019) and covered the allotment bridge with chicken wire and re-fixed some chicken wire to bridge at the back of the recreation ground. He cleared the pavilion gutters and ensured no branches from trees were interfering with the pavilion. Permission to attend an inspection/maintenance course for MUGAs at HALC costing £60. Planning meetings since the last full council meeting included Wheat Cottage (18/02977/LBWN) neutral decision. Land at Barton Cottage (18/03141/VARN) amended site layout – object, Old School site (18/03154/VARN) vary condition – support. Cllr Gaines wanted to officially congratulate the Clerk for passing her CiLCA qualification.

### 19.57 Finance

FINANCIAL STATEMENTS November & December 2018

<b>Treasurers Actual</b>	<b>In</b>	<b>Out</b>	<b>Balance</b>
Closing balance as at 1 November 2018			<b>£20,030.92</b>
Payments received November	£945.00		
Payments cleared during October		£2353.51	
<b>Total closing balance 29 November 2018</b>			<b>£18,622.41</b>
Closing balance as at 28 November 2018			<b>£18,622.41</b>
Payments received December	£1000.00		
Payments cleared during December		£858.61	
<b>Total closing balance 27 December 2018</b>			<b>£18,763.80</b>
<b>Business Instant Access Actual</b>			
Opening balance 28 October 2018			<b>£14,007.12</b>
Payments received Novmeber	£4.38		
Payments cleared November		£545.00	

These minutes are a true representation of the meeting. Signed and Dated \_\_\_\_\_

<b>Total Closing balance 28 November 2018</b>		<b>£13,466.50</b>
Opening balance 28 November 2018		<b>£13,466.50</b>
Payments received December	£11.19	
Payments cleared December	£0	
<b>Total Closing balance 30 December 2018</b>		<b>£13,477.69</b>
<b>Invoices paid between meetings</b>		
Clerk's salary, expenses and admin – Nov (on statement)	£536.37	
<b>Invoices yet to be paid</b>		
Clerk's salary less pension	£493.22	
Clerk's expenses	£19.05	
Admin costs	£7.19	
Barton Stacey Village Hall – inv 1014,1010,1023	£60.00	
Greensmile Ltd inv 5390,5274	£1071.00	
Lengthsman supplies for 14 Jan	£42.07	
SLCC inv 127194 & membership	£230.79	
Mant Leisure Ltd	£1782.00	
Play Inspection Company	£156.00	
Wessex Response	£394.33	
HALC inv 2924	£18.00	
1 2 Tree (Dewey Countryside Services)	£170.00	
<b>Total</b>	<b>£4,443.65</b>	
<b>Total estimated balance available</b>		<b>£27,797.84</b>

- Receive and approve monthly financial report for November/December. Proposed to approve the financial report. Resolved. Clerk confirmed a clerical error on the Business Instant a/c. A new statement will be sent and presented at the February meeting to confirm correct balance in statement 009. Cllr Cooper signed the statements.
- Retrospectively approve transfer of £545 from ring-fenced reserves for playground work. Approved and resolved.
- Budget – review and approve 2019/20 draft budget. Went through figures of income and expenditure, reserves and precept table. Agreed precept at £19,846.50. This is a 1% increase which equates to a £0.50 increase on a band D property. Agreed clerk salary to increase onto point 11 on NJC pay scale 2019/20. (new pay spine) due to CiLCA qualification. Proposed and resolved to approve the budget. Cllr Gaines and Clerk signed the budget. **Action** Clerk to confirm precept to TVBC.
- Review and approve Risk Assessment and business continuity documents. Approved and resolved. Cllr Gaines and Clerk signed both documents.
- Review and approve Fixed Asset Register. Addition of 2 fire extinguishers totalling £170. Approved and resolved. Cllr Gaines and Clerk signed document.
- Review and approve bank reconciliation as of end of December 2018. Approved and resolved. Cllr Gaines signed the document.

### 19.58 Play

- Informal play ideas – discuss/agree quotes  
Petanque court has been ruled out as costs are in excess of £5k. Basketball post/board/net is possible to be placed just off the pan handle on the hard standing. 3 quotes discussed. Decided on the cheapest quote of £1318. **Action** Clerk to contact TVBC to draw down this amount. Remainder of £1978 to be spent on a table and chairs. **Action** Clerk to get quotes for this. Proposed and resolved to extend the meeting by 10 minutes.
- Review and approve playground risk assessment  
To be moved to February agenda as not enough time to discuss fully.
- MUGA – grant update and street board removal.  
Final decision will be made by TVBC full council on our CIL grant application. Should hear after 23<sup>rd</sup> January. If successful this will provide the full amount to go ahead with the MUGA.

### 19.59 Pavilion

These minutes are a true representation of the meeting. Signed and Dated \_\_\_\_\_

- a) Update on claim on PC insurance following injury by the pavilion  
Following last meeting the council's Risk Assessment was sent to the insurers. Since then there has been no update.
- b) Review and approve pavilion risk assessment  
To be moved to February agenda as not enough time to discuss fully
- c) Rota for monthly checks of pavilion  
Clerk provided a rota for Cllrs to check the pavilion. Clerk/Cllr Gaines have keys for access
- d) Discuss/agree professional risk assessment for Legionella  
Clerk provided 3 quotes. 2 were recommendations and 1 was found in the internet. Proposed and resolved to go with middle quote which was recommended by TVBC at a cost of £295 plus VAT. **Action** Clerk to go ahead and book the assessment.
- e) Discuss/agree repairs to cladding  
Proposed and resolved to use local handyman to do small repairs to the cladding and gutters.
- f) Setting up a fund raising committee  
To be moved to February agenda as not enough time to discuss fully

#### **19.60 Roads and Highways**

- a) Speed Indicator device – update progress  
Two £1000 grants confirmed from both HCC and TVBC. Device has been ordered but the guarantee won't commence until HCC have completed the works requested. SSE approval received for the column on Roberts Road. Longparish waiting for their locations to be confirmed by HCC. Paul Gibson has agreed to set up the device, move it when necessary and charge batteries. The PC would like to thank him for taking this on.
- b) A30/A272 junction – update  
Suggested a Village open meeting in the Spring. Proposed and agreed for Cllr Gaines to request a meeting with Martin Wiltshire/Senior Manager/ Andrew Gibson. **Action** Chair to organise.
- c) Follow up regarding extending 30mph area.  
HCC confirmed this won't be possible. **Action** Clerk to send councillors the correspondence and reasoning. Agreed Cllr Gaines/Clerk to write to HCC to request to extend the area along Newton Lane due to addition of allotments and footpath coming from the field.
- d) Possibility of adding a gate at the end of school path (Bullington Lane end)  
**Action** Clerk to circulate email from HCC with costs for a gate. To discuss fully at February meeting.

#### **19.61 Allotments**

- a) Review and approve allotment risk assessment  
To move to February agenda as not enough time to discuss – Cllr Gaines asked Cllrs to review all risk assessments prior to the February meeting.
- b) Update following site visit and areas that require improvement  
To move to February agenda as not enough time to discuss

#### **19.62 Election 2019**

Clerk gave councillors the date schedule and information about the election. **Action** Clerk to circulate the email from TVBC to councillors with all the information they require.

#### **19.63 Communications**

- a) Spring Newsletter - This will include a recycling wheel and the Village directory
- b) Discuss/agree purchase of domain names  
Cllr Gaines/Cooper happy to share cost to buy 3 Barton Stacey domain names **Action** Clerk to link up the resident selling the domain names.

#### **19.64 Correspondence List -None**

#### **19.65 Councillor/clerk training and Meetings**

HALC Annual Conference – Wednesday 13<sup>th</sup> March @ St Mary's Stadium, Southampton  
Highways and Transport forum – Wednesday 13<sup>th</sup> March in Winchester 1745-2030

Meeting Closed: 21.40

Next Meeting: Tuesday 19<sup>th</sup> February, 2019

**Summary of Actions:**

<b>Paragraph</b>	<b>Description</b>	<b>Person</b>
19.53	Circulate Highways report sent from Andrew Gibson	Clerk
19.54a	Confirm decision with HCC re part night time switch off	Clerk
19.54c	Re-arrange cheque presentation	Clerk
19.54d	Confirm with Mark Bailey re sponsoring church tiles	Clerk
19.54e	Confirm priority paths to HCC for summer cut	Clerk
19.54f	Confirm re adult use of playground with LHEO employees	Clerk
19.54g	Confirm that fine to plant a real Christmas tree on Green	Clerk
19.55	Contact TVBC for advice re trees in pub	Clerk
19.55	Clerk to tell Village about traffic lights on 21/22 Jan and 4 Feb	Clerk
19.55	Investigate tree overhanging school path around 25 West Rd	Clerk
19.57c	Confirm precept to TVBC	Clerk
19.58a	Draw down money from S106 for basketball net/post	Clerk
19.58a	Get quotes for table/chairs	Clerk
19.59d	Arrange Legionella Risk Ass	Clerk
19.60b	Arrange meeting with Martin Wiltshire & Senior Mgr & Roy Humby	Chairman
19.60c	Send correspondence re 30mph extensions	Clerk /Chairman
19.60d	Send correspondence re gate on school path	Clerk
19.63b	Link Cllr Gaines/Cooper with resident selling domain names	Clerk