

ABBOTTS ANN PARISH COUNCIL
Minutes from the Annual General Meeting
held on Thursday 16th May 2019 at 19:15
at War Memorial Hall, Abbots Ann



	<p>2. A resident suggested a photograph of the new Parish Council could be published on the website and in the parish magazine to help engagement with the community.</p>	
8	<p>Planning and Tree Work Applications - Cllrs to propose responses to be submitted to TVBC relating to the following applications and to agree a proposer and seconder for Planning Applications for the following year.</p> <p>a) 19/00845/FULLN – Change of use of land to garden, erection of tractor shed with integral log store and dog kennel, and erection of dwarf garden wall - The Old Mill House Andover Road Monxton – No Objection – Proposed Cllr Jordan, seconded Cllr Roberts, 6 votes for, 1 abstention – Proposal carried.</p> <p>b) 19/00846/LBWN - Demolition of garden wall and timber shed/log store - The Old Mill House Andover Road Monxton – No Objection – Proposed Cllr Jordan, seconded Cllr Roberts, 6 votes for, 1 abstention – Proposal carried.</p> <p>c) 19/00848/FULLN - Retrospective application for replacement garage/store - Two Rivers 26 Cattle Lane Abbots Ann – Objection due to the lack of an arboricultural report - Proposed Cllr Roberts, seconded Cllr Jones, 4 votes for, 2 against, 1 abstention - Proposal carried.</p> <p>d) 19/01157/TPON – T1 Beech, T2 Ash – reduce crown by 3m & remove branches overhanging roof of house – Highfield Lodge Abbots Hill Little Ann – No Objection – Proposed Cllr Howard, seconded Cllr Roberts, all agreed.</p>	
9	<p>Borough and County Councillor Reports</p> <p>Cllr Flood thanked the Cllrs for standing and congratulated them on being elected. Cllr Flood reported:</p> <ul style="list-style-type: none"> • That she and fellow Borough Cllr Coole have been elected for Anna Ward. • Following the Boundary Review there are now 43 Borough Cllrs and the political make up is 24 Conservatives, 12 Liberal Democrats and 7 Andover Alliance. • At full TVBC Council Cllr Phil North was elected Leader. The new Mayor is Martin Hatley and Deputy Mayor is Mark Cooper. Cllr Flood now holds the Finance Portfolio. • Cllr Flood has spoken to Paul Jackson, Head of Planning who is more than happy to come and talk to Parish Councillors about Planning. • There is a new scheme for a 1 year trial for the Planning Committee structure, there are now 13 Councillors on each planning committee North and South but no planning control committee. • Anna Ward is now bigger with more Parish councils. • Cllr Flood updated about the Abbots Ann bus shelter at Bulbery, the consensus of the villagers she had approached suggested the PC owned the bus shelter and in which case it should be added to the Asset Register. <p>Cllr Gibson congratulated the Cllrs for being elected:</p> <ul style="list-style-type: none"> • HCC has £2bn turnover per year. HCC need to find £40m of cuts over next 2 years. Cllr Gibson will be able to update further, probably in July, on the cuts in funding. • Full HCC Meeting on 17th May and the new Leader will be Cllr Keith Mans. • There are grant streams available, there could be funding available, perhaps £25k for pavilion and support for the shop. <p>The Chairman thanked Cllrs Flood and Gibson and said that the PC are looking forward to working with the Borough and County Cllrs.</p>	
10	<p>Pavilion and War Memorial Hall Car Park Fence</p> <p>a) Cllrs to review and approve the quotation to remove the overgrown hedge at the Pavilion. Cllrs accepted the quotation from the maintenance contractor - Countrywide Grounds at £416.67 +VAT – Proposed Cllr Howard, seconded Cllr Roberts, all agreed. Cllrs confirmed that the resident to be asked to provide a fence.</p> <p>b) Cllrs to approve Nursery School request to attach mesh to the car park fence – Cllrs approved the temporary mesh until the future of the Nursery School was confirmed. Nursery School to be asked to check the mesh is safe – Proposed Cllr Jordan, seconded Cllr Howard, 5 votes for, 2 abstentions – Proposal carried.</p>	Clerk
11	<p>Internal Audit Report</p> <p>Cllrs to receive the Internal Audit Report and agree any actions required</p> <p>Cllrs accepted the Internal Auditors Report and agreed the following actions:</p> <ol style="list-style-type: none"> 1. Burial Spaces - The burial ground in use by the council has a limited number of remaining spaces. <u>Auditors recommendation</u> - Due to changing regulations around water tables, the long term use of burial space should be assessed through the guidance of the Institute of Cemetery and Crematorium Management (ICCM) – Cllrs agreed to follow ICCM guidance. 2. Bank Statements - The bank statements produced by the bank do not line up with 	

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	<p>calendar months. <u>Auditors recommendation</u> - The online bank statement can be used for budget monitoring and audit from now on. Clerk confirmed the printed online statements are now being used.</p> <p>3. Old website - There is no clear divert on the old website to explain why entries have ceased - <u>Auditors recommendation</u> - The webmaster of the village website should be requested to include a divert page. Clerk confirmed a request has been sent to the webmaster but has not received a response so far. Clerk to follow up.</p> <p>4. Contracts - When the grounds work contract was awarded, the full year cost was not clearly minuted and the name of the winning company was not clearly stated (also raised last year) - <u>Auditors recommendation</u> - It is good practice, and a requirement of the transparency code, to do so. Clerk was unsure to which contract this referred, Clerk to follow up with Internal Auditor for clarification.</p>	<p style="text-align: right;">Clerk</p> <p style="text-align: right;">Clerk</p>																				
12	<p>Annual Governance and Accountability Return</p> <p>a) Cllrs to approve the Annual Governance Statement for 2018/19</p> <p>b) Cllrs to approve the Accounting Statements for 2018/19</p> <p>Cllrs agreed to defer the approval of the AGAR documents until the June meeting. Action: Clerk to ask HALC and TVBC Monitoring Officer for guidance on whether previous chairman can sign the documents as they relate to 2018/19.</p>	<p style="text-align: right;">Deferred to June.</p> <p style="text-align: right;">Clerk</p>																				
13	<p>Finance:</p> <p>a) Cllrs to approve the Financial Statement for 1st to 30th April 2019 - Proposed Cllr Jordan, seconded Cllr Roberts, all agreed.</p> <p>b) Cllrs to agree and approve appropriate training for new councillors - Cllrs approved the cost of £95.00 per person for all Cllrs for The Knowledge and Core Skills course - Proposed Cllr Jordan, seconded Cllr Jones, all agreed. Dates have been circulated, Cllrs to confirm their preferred date to the Clerk as soon as possible. Clerk will investigate dates and costs for training in Basic Planning.</p> <p>c) Cllrs to agree and approve signatories for the bank mandate - Cllrs approved 4 new signatories for the bank mandate, Cllrs to provide Clerk with their details for the bank mandate. The Clerk advised that the bank require an existing signatory and herself to sign the mandate to remove and add signatories. Former Chairman Andrew Hayter sent a statement which was read out by the Clerk - Andrew Hayter has agreed to sign the form on the advice given by the auditor that he will still be a signatory on the bank account but no longer a councillor and will sign on the basis that: 1. Clerk/RFO confirms the new signatories are all Cllrs of AAPC. 2. The action has been approved by councillors and noted in the minutes. 3. It is recognised that he will no longer be a councillor when he signs the form. 4. He can legitimately sign the form as a current bank account signatory. Cllrs approved four new signatories and former Chairman Andrew Hayter's statement regarding the signing of the bank mandate - Proposed Cllr Jordan, seconded Cllr Howard, all agreed.</p> <p>d) Cllrs to approve the following payments to be made - Proposed Cllr Jordan, seconded Cllr Jones, all agreed.</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;"><u>Payee</u></th> <th style="text-align: right;"><u>Amount</u></th> <th style="text-align: left;"><u>Payee</u></th> <th style="text-align: right;"><u>Amount</u></th> </tr> </thead> <tbody> <tr> <td>Clerks Salary (May)</td> <td style="text-align: right;">£839.38</td> <td>Clerks/office expenses (April)</td> <td style="text-align: right;">£47.56</td> </tr> <tr> <td>HCC lighting (Oct18-Mar19)</td> <td style="text-align: right;">£198.42</td> <td>HALC/NALC Affiliation fees</td> <td style="text-align: right;">£598.00</td> </tr> <tr> <td>Countrywide Grds Main (April)</td> <td style="text-align: right;">£957.35</td> <td>A Ash (WFM mowing)</td> <td style="text-align: right;">£36.00</td> </tr> <tr> <td>LCR Magazine Subs</td> <td style="text-align: right;">£17.00</td> <td>Pension Contributions</td> <td style="text-align: right;">£43.88</td> </tr> </tbody> </table> <p><u>Closing Bank Balance as at 30th April 2019 - £48,331.71</u></p> <p>Cllr Roberts proposed extending the meeting by a further 30 minutes, seconded Cllr Coffey, all agreed.</p>	<u>Payee</u>	<u>Amount</u>	<u>Payee</u>	<u>Amount</u>	Clerks Salary (May)	£839.38	Clerks/office expenses (April)	£47.56	HCC lighting (Oct18-Mar19)	£198.42	HALC/NALC Affiliation fees	£598.00	Countrywide Grds Main (April)	£957.35	A Ash (WFM mowing)	£36.00	LCR Magazine Subs	£17.00	Pension Contributions	£43.88	<p style="text-align: right;">Cllrs/ Clerk</p> <p style="text-align: right;">Cllrs</p>
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14	<p>Committees and Members:</p> <p>a) Burial Ground & Closed Churchyard Committee - Cllrs to receive the last minutes of the BG&CC Committee, to agree BG&CC members and approve any amendments to the Terms of Reference - Cllrs agreed to defer this item to give more time for review - Proposed Cllr Jordan, seconded Cllr Coffey, all agreed.</p> <p>b) Sportsfield Management Advisory Committee - Cllrs to agree SMAC members and approve any amendments to the Terms of Reference - Cllrs agreed to defer this item to give more time for review - Proposed Cllr Jordan, seconded Cllr Coffey, all agreed.</p>	<p style="text-align: right;">Deferred</p> <p style="text-align: right;">Deferred</p>																				
15	<p>General Power of Competence</p> <p>Cllrs to review expenditure and their eligibility to exercise the General Power of Competence. Expenditure under GPC in 2018/19 was £41.95. <i>Members are advised that the Clerk holds the sector specific qualification of Certificate in Local Council Administration, CiLCA) The Parish Council is eligible to adopt the GPC provided that the number of councillors elected at the last ordinary election equals or exceeds two thirds of its total number of councillors.</i></p>																					

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	Cllrs reviewed the expenditure and the eligibility to exercise GPC. The Clerk confirmed the eligibility of the PC and Cllrs approved to retain GPC – Proposed Cllr Perkin, seconded Cllr Howard, all agreed.	
16	<p>Cllrs to review, revise (if required) and adopt the following documents and policies of the Parish Council:</p> <p><u>With proposed amendments:</u> Standing Orders – (minor amendments to wording in line with NALC Model 2018) – Cllrs agreed to defer this item to give more time for review – Proposed Cllr Jordan, seconded Cllr Coffey, all agreed. Internal Control Procedures – (minor amendments only) – Cllrs approved the adoption of Internal Control Procedures with minor amendments – Proposed Cllr Jordan, seconded Cllr Jones, all agreed.</p> <p><u>With no proposed amendments:</u> Risk Management Schedule, Freedom of Information and Data Protection Policies, Employment Policies – Cllrs approved the adoption of these policies with no amendments – Proposed Cllr Jordan, seconded Cllr Roberts, all agreed.</p> <p><u>To be reviewed:</u> Asset Register – (Updated with effect from 1st April 2019) – Cllrs approved adoption of the updated Asset Register and will carry out a review within 2 months – Proposed Cllr Jordan, seconded Cllr Roberts, all agreed. Review of subscriptions – HALC/NALC/CPRE/SLCC/LCR – Cllrs reviewed subscriptions and agreed them with no amendments – Proposed Cllr Coffey, seconded Cllr Jones, all agreed. Legal Agreement (with HCC in respect of The Green (Manor Close field – no proposed amendments) – Cllrs agreed to adopt with no amendments – Proposed Cllr Howard, seconded Cllr Perkin, all agreed. Insurance Arrangements – Policy renewal date is 1st October 2019, renewal information will be available in September – This will be an agenda item in September to review and renew the PC insurance. Agreed that Cllrs will review the current Insurance documentation on website.</p> <p><u>To be drafted and adopted at future meeting</u> Press/media Policy, Complaints Procedure & Recording Protocol – Agreed these policies to be drafted and adopted at a later meeting.</p>	<p style="text-align: center;">Deferred</p> <p style="text-align: center;">Cllrs</p> <p style="text-align: center;">Cllrs</p> <p style="text-align: center;">Future Ag Items</p>
17	<p>Cllrs to agree a schedule of meetings for 2019/20 (details circulated)</p> <p>Cllrs agreed the dates Schedule of Dates as below and discussed a possible August meeting (TBC).</p> <p>6th June, 4th July, 5th September, 3rd October, 7th November, 5th December 2019, 9th January, 6th February, 5th March, 2nd April, Annual Parish Assembly – date to be decided between 1st March – 31st May, Annual Meeting of the Parish – 7th May 2020.</p> <p>Next Meeting – Thursday 6th June 2019 – 7pm – War Memorial Hall</p>	

Meeting closed at 21.46

These minutes were approved and signed by the Chairman at the meeting held on 6th June 2019