

ABBOTTS ANN PARISH COUNCIL
Minutes from the Meeting
held on Thursday 4th July 2019 at 19:00
at War Memorial Hall, Abbots Ann



Present: Parish Cllrs: A Jordan (Chairman), G Howard (Vice Chairman),
A Jones, D Perkin, P Roberts, C Coffey, C Wallis.

Members of the Public: 9

Minutes: Mrs C L Cotterell (Parish Clerk)

Meeting started at 19.00

AGENDA ITEM		ACTION
1	Apologies for Absence Apologies were received from Borough Cllr Flood and County Cllr Gibson.	NOTED
2	Declarations of Interest - None.	NOTED
3	Cllrs to agree the minutes to be an accurate record of the meeting held on 6th June 2019 - Proposed Cllr Jordan, seconded Cllr Jones, all agreed.	
4	<p>Actions/Updates to be reported <u>Clerks actions from the meeting on 6th June 2019</u> Item 5 - Churchyard fencing quotes have been circulated, updated quotes have been requested. Item 9 - Play area reports - Response received from inspectors and circulated to Cllrs - they are not able to give a timescale for the replacement of the bearings of the swings; the crack to the bench is not easy to repair due to the thickness of the timber; the inspector's certificate has been provided. Item 11 - 5 year budgetary forecast - work is ongoing. Item 16 - Grounds Maintenance Contract - Response received from contractor and circulated to Cllrs - programme of works and visits received, contractor will endeavour to provide 3 days notice of visits. HCC have advised their visit to cut the footpaths, 2,4,6,7 and 13, is scheduled for August.</p> <p><u>Updates:</u></p> <ul style="list-style-type: none"> • Annual Governance and Accountability Return (AGAR) submitted to the external auditor, PKF Littlejohn, on 10th June. Email confirmation that the AGAR and documents have been received and logged and in the queue for processing, was received on 19th June. • Clerk received a call from a resident regarding a hedge overgrowing the pavement along Little Ann Road, Clerk has reported this to HCC - ref 21434179. • Confirmation now received that the bank mandate has been amended with new signatories. <p>Cllrs agreed the following updates should be moved to the next meeting and set a provisional date of 21st August.</p> <p><u>Updates from Councillors:</u> Item 10 - Vision Statement & Strategy - Cllr Jordan Item 12 - Communications - Cllr Coffey Item 13 - Standing Orders - Cllrs Roberts/Howard Item 14 - Portfolios - Cllr Jordan Item 15 - Churchyard & Burial Ground - Cllrs Howard/Jones - Agenda Item Item 17 - Wildflower Meadow - Cllr Jordan</p>	Ag item
5	Public Participation - <i>This item will be limited to 15 minutes, unless directed otherwise by the Chairman.</i> Chairman agreed that members of the public could speak when the items came up on the agenda.	
6	Borough and County Councillor Reports - None.	
7	<p>Planning and Tree Work applications - Cllrs to propose responses to be submitted to TVBC relating to the following applications:</p> <ol style="list-style-type: none"> a) 19/00820/FULLN - Erection of modular classroom building & extension to building 1 - Humpty Dumpty Nursery, Monxton Road, Andover - Resolved No Objection - Proposed Cllr Jordan, seconded Cllr Howard, all agreed. b) 19/01334/FULLN - Erection of a dwelling - Land adjacent 25 Cattle Lane, Abbots Ann - Resolved No Objection - Proposed Cllr Jordan, seconded Cllr Roberts voted 4 for and 3 against - <u>Proposal carried</u> c) 19/01417/FULLN - Retrospective application for replacement garage/store - Two Rivers, 26 Cattle Lane, Abbots Ann - Resolved No Objection - Proposed Cllr Jordan, seconded Cllr Howard, all agreed. d) 19/01487/FULLN - 2 storey side extension to form enlarged kitchen with master bedroom, ensuite bathroom & dressing room over, erection of replacement porch, & 	

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	<p>provision of cladding to existing 1st floor walls (front & rear elevations) – 7 Kingsmead, Anna Valley – Resolved No Objection – Proposed Cllr Jordan, seconded Cllr Perkin, all agreed.</p> <p>e) 19/01508/LBWN & 19/01509/FULLN – Extend chimney on west elevation to 1.9 metres – Mallard Cottage, Little Ann Road, Little Ann – Resolved No Objection - Proposed Cllr Jordan, seconded Cllr Roberts, all agreed.</p> <p>f) 19/01518/FULLN – Erection of new 2 bedroom dwelling with associated package treatment plant – Land adjacent 6 Timothys Field, Abbots Ann – Cllrs resolved to Object to the application on the basis that it is an inappropriately prominent feature in Duck Street, not in keeping with its surroundings and the PC retain their reservations over the access to the highway on the busiest road in the village and in close proximity to the school – Proposed Cllr Jordan, seconded Cllr Coffey, voted 6 for and 1 against – <u>Proposal carried</u>.</p> <p>g) 19/01542/TPON – Raise canopy of all trees where they overhang the stream to a height of 3m above the stream – Land opposite Two Rivers, 26 Cattle Lane, Abbots Ann – Cllrs resolved to Object to the application on the basis that insufficient information was given in the application as to why the works are required - Proposed Cllr Jordan, seconded Cllr Roberts, voted 5 for and 2 against – <u>Proposal carried</u>.</p> <p>h) 19/01590/TPON – Fell T4 Beech – 9 Abbots Hill, Little Ann – Cllrs resolved to Object to the application and to submit the Tree Warden’s comments “This tree is quite a significant feature at the top end of Abbots Hill. I do not see any evidence that anything substantial has changed since TVBC imposed a TPO on this tree and I therefore think that the tree should be preserved” - Proposed Cllr Jordan, seconded Cllr Coffey, voted 5 for, 1 against and 1 abstained – <u>Proposal carried</u>.</p> <p>The PC requested that a comment be passed to the applicant to suggest they ask advice of TVBC as to what TVBC would accept.</p>	Clerk
8	<p>Manor Farm, Abbots Ann</p> <p>Items for discussion are traffic, sewerage and AAPC village email.</p> <p>The owners of Manor Farm were present and spoke about traffic issues generated from the site, their concerns around the AAPC village email and the sewerage problems. They also provided Cllrs with information regarding their current planning application.</p> <p>The Chairman invited the Chairman of Monxton Parish Council and a member of the public to speak. The Chairman of Monxton PC spoke in full support of the planning application to provide housing on the Manor Farm site and gave information about the issues surrounding heavy lorries accessing the site through Monxton village.</p> <p>A member of the public spoke in opposition to the planning application to provide housing at Manor Farm highlighting traffic and sewerage issues.</p> <p>Action: Clerk was actioned to contact the owners of Manor Farm for dates for a site visit.</p> <p>The Chairman reiterated that any site visit by the PC would not be seen as a precursor to reverse or change AAPC’s decision already submitted to TVBC.</p> <p>The Chairman thanked all those for attending and for providing the PC with information and their point of view.</p>	Clerk
9	<p>Churchyard and Burial Ground</p> <p>a) Cllrs to consider dissolving the Burial Ground & Closed Churchyard Committee – Cllrs approved to dissolve the Committee – Proposed Cllr Howard, seconded Cllr Perkin, voted 6 for and 1 abstained – <u>Proposal carried</u>.</p> <p>b) Cllrs to approve St Marys Burial Ground & Churchyard initial review and agree proposed pieces of work therein – a) Agreed for Cllrs Howard and Jones to review the Burial Ground Regulations and operating procedures and make them two separate documents, with the help of Clerk – Proposed Cllr Howard, seconded Cllr Jones, all agreed. b) Agreed that the plan of the burial plots be reviewed with the help of the Clerk – Proposed Cllr Howard, seconded Cllr Jones, all agreed.</p> <p>c) Cllrs to consider suspension of applications for reserved burial plots until a review of burial spaces has been carried out – Cllrs resolved to suspend applications for reserved burial plots until a review of remaining burial spaces has been carried out – Proposed Cllr Jordan, seconded Cllr Perkin, voted 6 for and 1 against – <u>Proposal carried</u>.</p> <p>d) Cllrs to approve the updated St Marys Burial Ground & Churchyard Maintenance plan – Proposed Cllr Howard, seconded Cllr Jones, all agreed.</p> <p>e) Cllrs to approve draft Terms of Reference for a joint PC/PCC St Marys Burial Ground</p>	<p style="text-align: center; vertical-align: top;">Cllrs Howard/ Jones/ Clerk</p> <p style="text-align: center; vertical-align: bottom;">Clerk to note</p>

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	<p>& Churchyard Committee – After a discussion Cllr Howard proposed that the PC do not proceed with the draft, the draft Terms of Reference are put in abeyance and the review team are tasked to work with the PCC and the Clerk to agree the proposals, seconded Cllr Jones, all agreed.</p> <p>f) Cllrs to consider repairs to Churchyard fence – Cllrs were updated that the cost to repair the fence would be almost as much as to replace it. Cllr Jordan proposed that the fence be replaced rather than repaired, and that 3 quotes are requested, seconded Cllr Coffey, all agreed. It was agreed that correct operating procedures for the contract are drafted and approved at a later meeting.</p> <p>g) Correspondence received with regard to Burial Ground Maintenance Contract – Email complaint was received concerning the recent mowing/strimming of graves and removal of flower arrangements by the contractor – Action: Clerk to research with other parishes their maintenance contract arrangements with regard to remaining flower tributes. Clerk to send apologies to complainant and confirm that the PC will seek to amend contract to prevent a re-occurrence.</p> <p>Cllrs agreed to extend the meeting by 30 minutes – Proposed Cllr Jordan, seconded Cllr Jones, all agreed.</p>	<p>Review team</p> <p>Clerk</p> <p>Clerk</p>																								
10	<p>Sportsfield Committee</p> <p>Cllrs to agree members and Chairman for the Sportsfield Committee. Cllrs agreed Cllrs Wallis, Jordan and Perkins as members of the Committee and the Chairman is to be elected at the first meeting.</p>																									
11	<p>RoSPA Playsafety Annual Inspection Reports</p> <p>Cllrs to receive the annual play area inspection reports and agree any actions required. This item deferred to August meeting.</p>	Deferred																								
12	<p>Nursery School</p> <p>Cllrs to consider a request from the Nursery School to provide a memorial bench in the garden of the village hall – Cllrs resolved to accept the request to place a bench with agreement that the maintenance is the responsibility of the Nursery School and that the bench is removed if the Nursery School leave. The PC requested that the Nursery School seek advice from TVBC for the appropriate type of bench – Proposed Cllr Jordan, seconded Cllr Roberts, all agreed.</p>	Clerk																								
13	<p>Finance</p> <p>a) Cllrs to approve the Financial Statement for 1st to 30th June 2019 – Proposed Cllr Jordan, seconded Cllr Roberts, all agreed.</p> <p>b) Cllrs to approve the following payments to be made – Proposed Cllr Jordan, seconded Cllr Coffey, 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 (July)</td> <td style="text-align: right;">£837.18</td> <td>Clerk/office expenses (June)</td> <td style="text-align: right;">£72.36</td> </tr> <tr> <td>Countrywide Grds (June)</td> <td style="text-align: right;">£957.35</td> <td>Countrywide (hedge removal)</td> <td style="text-align: right;">£500.00</td> </tr> <tr> <td>Playsafety Ltd (RoSPA Insp)</td> <td style="text-align: right;">£189.60</td> <td>AA Fete grant for insurance</td> <td style="text-align: right;">£153.43</td> </tr> <tr> <td>Pension Contributions</td> <td style="text-align: right;">£72.80</td> <td>AA Fete grant waste/recycling</td> <td style="text-align: right;">£76.50</td> </tr> <tr> <td>ICO Registration 2019</td> <td style="text-align: right;">£35.00</td> <td>BT quarterly bill</td> <td style="text-align: right;">£72.39</td> </tr> </tbody> </table>	<u>Payee</u>	<u>Amount</u>	<u>Payee</u>	<u>Amount</u>	Clerks Salary (July)	£837.18	Clerk/office expenses (June)	£72.36	Countrywide Grds (June)	£957.35	Countrywide (hedge removal)	£500.00	Playsafety Ltd (RoSPA Insp)	£189.60	AA Fete grant for insurance	£153.43	Pension Contributions	£72.80	AA Fete grant waste/recycling	£76.50	ICO Registration 2019	£35.00	BT quarterly bill	£72.39	
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14	<p>To pass a resolution in accordance with the Public Bodies (Admission to Meetings) Act 1960 to exclude the public and press for discussion regarding commercially sensitive information – Proposed Cllr Jordan, seconded Cllr Howard, all agreed.</p> <p>a) Cllrs to receive an update and reports from Abbots Ann Community Land Trust and consider requests.</p> <p>b) Cllrs to consider a funding request from Abbots Ann Community Land Trust.</p> <p>Cllrs received an update from the CLT group. Cllrs agreed to defer any decisions on the above items to a future meeting due to time constraints.</p>	Deferred																								
15	<p>Next Meetings</p> <p>Wednesday 21st August 2019 – 7pm War Memorial Hall - short meeting – (provisional date). Thursday 3rd September 2019 - 7pm – War Memorial Hall, Abbots Ann</p>																									

Meeting closed at 21.30

These minutes were approved and signed by the Chairman at the meeting held on 21st August 2019