

ABBOTTS ANN PARISH COUNCIL
Minutes from the Meeting
held on Thursday 5th October 2017 at
19:00 at the War Memorial Hall, Abbots Ann



Present: Parish Councillors A Hayter (Chairman), T Abram (Vice Chairman),
C Teasdale, M Doherty, Mrs S Bleeker, Mrs L Haigh, D Wells
Borough Councillor Mrs M Flood, County Councillor A Gibson

Members of the Public: 2

Minutes: Mrs Clare Cotterell – Clerk

Meeting started 19.00

AGENDA ITEM		ACTION
1	Apologies for Absence Apologies were received from Cllr Stallard.	NOTED
2	Declarations of Interest None.	
3	Cllrs to agree the minutes to be an accurate record of the meeting held on 7th September 2017 – Proposed Cllr Teasdale, seconded Cllr Bleeker, all agreed.	
4	<p>Actions/Updates to be reported</p> <p><u>Actions from meeting held on 07.09.17</u></p> <p>Item 16 – Clerk contacted family of applicant, they have now applied for cremation plot rather than burial plot. Agenda item 16.</p> <p><u>Updates:</u></p> <ul style="list-style-type: none"> • Lloyds Bank – queried a refund of charges of £1.53, confirmed as their error and they won't recover it. It is shown as income received on financial statement. • Audited annual return has been published on the website with the Notice of Conclusion. • A report of overhanging branch on Short Path - this has been reported to HCC (reference PROW444182). Confirmation received that the branch will be dealt with and that HCC temporarily closed the path. Noted that the branch has been felled and cut branches left to side of path. Some comments have been received. HCC have confirmed they do not have the facilities to deal with the branches. It was commented that anyone could take the wood if wanted. • Cllr Haigh reported she had emailed webmaster re the security of website. Response received that the site safe and confirmed that the domain is owned by webmaster. Cllrs queried the ownership of abbottsann.com as was felt it was gifted by a resident. Cllr Haigh to query ownership/registration and terms of the gifting with webmaster. It was noted that the webmaster spends lot of time and effort in maintaining the website. • Cllr Teasdale reported he had looked into outside play equipment for Burghclere Down and advised the cost could be approx. £1500 per item – Cllr Teasdale to enquire with TVBC for suitable locations within Burghclere Down. • Cllr Bleeker thanked Cllr Gibson for arranging the clearing of the footway opposite Poplar farm and commented that the layby works are progressing well at St Johns Cross. 	<p style="text-align: right;">Cllr Haigh</p> <p style="text-align: right;">Cllr Teasdale</p>
5	Public Participation – <i>This item will be limited to 15 minutes, unless directed otherwise by the Chairman.</i> None.	
Item 12 (brought forward)	<p>Church Clock Funding Request</p> <p>Cllrs to consider the funding request from PCC for maintenance costs for Church Clock and consideration of a long-term agreement.</p> <p>Cllr Hayter advised that there were only a few occasions in previous PC minutes when agreement was resolved to cover the cost of the clock service. It was noted that the original contract states it is between the PCC and Gillett & Johnston, that the clock is located within the Church and therefore access is only via PCC/Church and that the clock is a village amenity available for all to see. A discussion was held regarding whether to agree a long-term arrangement for the maintenance of the clock for several years. Cllrs resolved to fund the PCC for the service cost for this year only at the VAT exclusive amount of £215.00. Proposed Cllr Wells, Cllr Bleeker, all agreed.</p>	

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6	<p>Borough and County Councillors Reports</p> <p>Cllr Gibson reported:</p> <ul style="list-style-type: none"> • Andover Business Park/ANPR - HCC have taken legal action against Goodmans and it is now in the hands of solicitors. • HCC Cabinet Meeting regarding budget cuts which will need to be agreed at full Council. These will affect parishes and may include - introducing tariffs for recycling centres/reduced hours at centres. Also changes to concessionary fares – Cllr Gibson will be looking at compensating concessionary fares and perhaps local business sponsorship for community buses. • There will be only one grass cut of verges per year – Highways will cut for safety if problems reported. • HALC will have £250k to give to villages to match fund. This could be used for areas such as grass cutting. • St John’s Cross – Traffic calming, Highways will conduct a site visit. • Problems with drains should be reported on HCC portal. <p>Cllr Gibson left the meeting at 19.42</p> <p>Cllr Flood reported:</p> <ul style="list-style-type: none"> • Double yellow lines near Bulbery – Ray Alborough has been asked to look at yellow lines and their extent into the Close at Bulbery. • TVBC published Local Boundary Review recommendations on 3rd October – The proposal is that following the next election in 2019, Burghclere Down will be part of Millway Ward but still parished as Abbots Ann. The next process is a Community Government Review. This will be looking at changes to parish council and warding boundaries. Cllr Flood will chair the members group to oversee the review, look at consultation processes and produce Terms of Reference. If the Terms of Reference are approved at full Council on 8th November that will automatically trigger review and there is one year to complete it. There will be two periods of consultation. The first period will be 11 weeks long. • 20th October is the revised opening date for the temporary swimming pool. <p>Cllr Flood left the meeting at 20.23</p>	
7	<p>Planning and Tree Work applications – Cllrs to propose responses to be submitted to TVBC relating to the following applications. Proposed Cllr Abram, seconded Cllr Teasdale.</p> <ul style="list-style-type: none"> a) 17/02266/FULLN – Construction of stables with store, tack room & feed/bedding bays; construction of manure clamp & hardstanding – Willow Farm, Monxton Rd, Red Post Bridge – No objection – all agreed. b) 17/02298/FULLN – Erection of access to serve two existing barns – Formosa, Cattle Lane, Abbots Ann – No objection – all agreed. c) 17/02441/TREEN – Fell 1 x Cherry – The White House, Duck Street, Abbots Ann – No objection – all agreed. d) 17/02448/TREEN – Fell 1 x Sycamore – The Eagle Inn, Duck Street, Abbots Ann – No objection – all agreed. 	
8	<p>Andover Business Park (ANPR System)</p> <p>Cllrs to discuss updates on the ANPR system.</p> <p>This item was reported under item 6 – County Councillor report.</p>	
9	<p>Lengthsman Scheme</p> <p>Cllrs to consider options for joining a new small cluster (4 parishes) and administration duties required – Agreed that Clerk will contact other lead council administrators for further information regarding administration required.</p>	Clerk
10	<p>Sportsfield Committee (SFC) Agreement</p> <p>Cllrs to consider an interim annual agreement between SFC and Parish Council.</p> <p>Cllrs Hayter and Bleeker to produce a draft annual agreement for the interim period and to circulate before next meeting. Risk assessments and details of fire certificate will be covered in the agreement.</p>	Cllrs Hayter/ Bleeker Ag Item

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11	<p>Village Bulb Planting Scheme</p> <p>Cllrs to review bulb planting scheme/plan and approve payment of purchase of bulbs.</p> <p>Approved the cost of £50 for the initial purchase of bulbs thereafter the scheme should be self-financing. Options for locations were discussed and agreed the publicity should state an AAPC initiative. – Proposed Cllr Bleeker, seconded Cllr Haigh, all agreed. Cllr Abram to purchase bulbs.</p>	Cllr Abram																								
12	Item 12 (moved forward as above)																									
13	<p>Cllrs to receive the quarterly inspection report for the Play Areas</p> <p>Clerk reported that one quote had been received to replace the oak fence at WMH and this was approximately £1600.00 – Cllrs agreed fence very sturdy and not in need of replacement at this time.</p> <p>Bulbery – reported that the sign by the skatepark should display ownership and contact details – Clerk to obtain quotes/details.</p> <p>Benches in both areas in need of refurbishment – Cllr Haigh to obtain quotes to include all benches and noticeboards.</p> <p>Clerk to contact Vitaplay and advise that the photos attached to the reports are not current.</p>	Clerk Cllr Haigh Clerk																								
14	<p>Finance:</p> <p>a) Audited Annual Return – Cllrs to accept the external auditors’ opinion and approve the Annual Return and Certificate and propose an action plan if required. Proposed Cllr Abram, seconded Cllr Haigh, all agreed.</p> <p>b) Cllrs to approve the Financial Statement for 1st to 30th September 2017 – Proposed Cllr Bleeker, seconded Cllr Wells, all agreed.</p> <p>c) Cllrs to approve the following payments to be made: Proposed Cllr Haigh, seconded Cllr Bleeker, 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>HMRC PAYE 2nd Qtr</td> <td style="text-align: right;">£89.97</td> <td>Clerks Salary Oct</td> <td style="text-align: right;">£-</td> </tr> <tr> <td>Vitaplay Ltd Qtrly Inspection</td> <td style="text-align: right;">£235.20</td> <td>Office/Clerks expenses</td> <td style="text-align: right;">£43.12</td> </tr> <tr> <td>Countrywide Main – Sept</td> <td style="text-align: right;">£934.00</td> <td>HCC - Lighting 1/2 yr</td> <td style="text-align: right;">£162.82</td> </tr> <tr> <td>Reimbursement fete ins 17</td> <td style="text-align: right;">£166.24</td> <td>PCC grant Clock Service</td> <td style="text-align: right;">£215.00 (Chq 14)</td> </tr> <tr> <td>BT Qtrly bill</td> <td style="text-align: right;">£73.73</td> <td>T Abram Bulb Purchase</td> <td style="text-align: right;">£50.00</td> </tr> </tbody> </table> <p>d) Cllrs to approve Clerk’s attendance at Officer’s Update for new External Auditors PFK Littlejohn – 18th October 2017 – Total cost £40.00 + VAT (shared 2/3rd - 1/3rd with HPC) – Proposed Cllr Abram, seconded Cllr Wells, all agreed.</p>	<u>Payee</u>	<u>Amount</u>	<u>Payee</u>	<u>Amount</u>	HMRC PAYE 2nd Qtr	£89.97	Clerks Salary Oct	£-	Vitaplay Ltd Qtrly Inspection	£235.20	Office/Clerks expenses	£43.12	Countrywide Main – Sept	£934.00	HCC - Lighting 1/2 yr	£162.82	Reimbursement fete ins 17	£166.24	PCC grant Clock Service	£215.00 (Chq 14)	BT Qtrly bill	£73.73	T Abram Bulb Purchase	£50.00	
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15	<p>Cllrs to review draft Budget document for 2018/19</p> <p>The draft document was discussed and agreed to review again at the next meeting.</p> <p>Cllr Wells commented that he had not received the fencing quotes for the wildflower meadow. Clerk to forward the quotes for Cllr Wells to review materials/prices and return with recommendations.</p> <p>Cllr Abram proposed to extend the meeting for a further 15 minutes, seconded Cllr Wells, all agreed.</p>	Ag Item Clerk/Cllr Wells																								
16	<p>Burial Ground applications</p> <p>Cllrs to consider applications for Burial Ground cremation plots.</p> <p>One application received from a non-resident for purchase of a reserved cremation plot in the Garden of Remembrance – Application approved – Proposed Cllr Wells, seconded Cllr Abram, all agreed.</p>																									
17	Next Meeting – 2nd November 2017 at 7pm – War Memorial Hall, Abbots Ann.																									

Meeting closed at 21.01

Approved and signed by the Chairman at the Council Meeting held on 2nd November 2017