



ABBOTTS ANN PARISH COUNCIL

Minutes from the Meeting
held on Thursday 24th June at 19:00
at The War Memorial Hall, Abbots Ann.

COUNCIL MEMBERS

	In Attendance	Apologies	Absent
Cllr Jordan (Chairman)	√		
Cllr Howard (Vice Chairman)	√		
Cllr Jones	√		
Cllr Perkin		√	
Cllr Roberts	√		
Cllr Wallis	√		
Cllr Coffey		√	

Also, IN ATTENDANCE:

Amanda Owen - Clerk, Karen Ross – Locum Clerk, County Cllr Drew and Borough Cllr Flood and 6 Members of the public.

- 210601 To Receive Chairman's Opening Remarks.**
Cllr Jordan welcomed everyone back to physical meetings. He advised the meeting that it would be recorded by the Parish Council and may be subject to recording by members of the public.
- 210602 To receive and accept apologies for absence.**
Apologies were **RECEIVED** and **ACCEPTED** for Cllr Coffey and Cllr Perkin.
Apologies were **NOTED** from Cllr Coole.
- 210603 To receive declarations of Disclosable Pecuniary Interests relating to items on this agenda.**
There were no declarations of Disclosable Pecuniary Interests relating to items on this agenda **RECEIVED**.
- 210604 To approve the minutes of the Parish Council Meeting held on 6th May 2021.**
The minutes of the Parish Council Meeting held on 6th May 2021 were **APPROVED** as a correct record of the meeting.
Proposed by Cllr Jordan and seconded by Cllr Howard.
All members who attended the meeting voted to **ACCEPT** this resolution. Cllr Roberts abstained from the vote.
- 210605 To receive updates already published and any further updates provided.**
The reports submitted for the Parish Council meeting were **NOTED** and can be found as **APPENDIX A**.
Cllr Jordan gave an update on the recent meeting with Southern Water. Cllr Roberts agreed to attend any further Southern Water meetings in the absence of Cllr Jordan.
Two reviews held with clerk, happy with progress.
Cllr Flood gave the following updates:
- She requested that any Parish Council member if they were so minded to do so to comment on the Parliamentary Boundary consultation with particular relevance to the name of the constituency.
 - She advised that she had attended the Northern Area Planning Committee where the Dingwall planning application was approved.

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- The Toad crossing signs have been stolen.
County Cllr Drew introduced himself, advised of his council history and summarised report.

210606 To note the current financial situation and the reconciliation of the bank balance.

The current financial situation and the reconciliation of the bank balance were **NOTED** with the bank balance as at 31st May 2021 being £53,264.56. The bank reconciliation can be found as **APPENDIX B**.

210607 To approve the requests for payments.

The payments as listed in the table below were **APPROVED** for payment. Proposed by Cllr Jordan and seconded by Cllr Roberts. All members voted unanimously to approve this resolution.

TO	FOR	INVOICE NO	AMOUNT
Staff	Payroll costs	June	£1,950.63
Amanda Owen	Expenses	June	£ 92.81
Viking	Printer	455594	£ 258.35
SLCC	12th Edition Local Council Administration	ORD507806	£ 123.80
War Memorial Hall	Booking Fee - 24th June Meeting	1265	£ 15.75
Karen Ross	May Expenses		£ 4.49
ICCM	Amended invoice - Membership	13603	£ 95.00
Eleanor Green	Internal Audit		£ 320.00
Viking	Stamps	497876	£ 16.50
Data Centa	gov.uk email addresses		£ 60.00
HCC	Agreement Former Abbots Ann Primary Playing Field	3910034054	£ 1.00
Rospa Play Safety	Annual Play Area Inspection	55488	£ 189.60
War Memorial Hall	Booking Fee - 1st July Meeting	1268	£ 15.75
ICO	Data Protection Fee	DD	£ 40.00
SSE	Electricity	DD	£ 46.24
Karen Ross	May Expenses		£ 1.53
Larkstel	Grounds Maintenance - May	Inv-0175	£ 645.00
Philip Grob Blacksmith	Remainder of Churchyard Fencing	Inv-2122027	£5,198.00
SSE	Electricity - Pavilion (March to June)	DD	£ 75.08
		Total	£9,149.53

210608 To note the internal Auditors report and accept recommendations therein.

The Internal Auditor report was **NOTED**.

The Clerk advised the meeting:

- Accounting System
Any reports are copied from Alpha and inserted as an Appendix. Payment requests cannot be input on to the system until they have been paid. There is no facility to have a prepayment request report.
- VAT Reclaim
As the Parish Council registered for VAT on 1st August, the submission dates do not fall in line with financial quarter end. Dates for submission are, October, January, April and July. Submission for April, has been completed on 25th May which is prior to the deadline of 7th June. The next submission will be after 31st July.
- GPOC – Advice was sought from HALC, who confirmed that GPOC remains valid for the year in which it was adopted. The internal auditor believes that the adoption is not within the spirit of the Law. However, the Parish Council has not

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done anything unlawful. Any decision to include expenditure will have to be carried out under additional powers afforded to the Parish Council.

The auditor comments were **NOTED**.

- 210609 To complete Section 1 of the Annual Governance Accounting Review (AGAR)**
Section 1 of AGAR was **COMPLETED** and **SIGNED**.
- 210610 To complete Section 2 of the Annual Governance Accounting Review (AGAR)**
Section 2 of AGAR was **COMPLETED** and **SIGNED**.
- 210611 To retrospectively approve gov.uk email addresses for Councillors and staff.**
It was
RESOLVED
to retrospectively approve gov.uk email addresses for Councillors and staff at a cost of £50.00 + vat.
Proposed by Cllr Jordan and seconded by Cllr Roberts.
All member voted unanimously to **ACCEPT** this resolution.
The Clerk agreed to issue a guide on how the Parish Councillors can access the email.
- 210612 To consider the installation of a bench on The Green.**
It was
RESOLVED
to purchase 3 Elwood Recycled material seat benches from S106 funds, at £672.49 each.
Proposed by Cllr Jordan and seconded by Cllr Jones.
All members voted unanimously to **ACCEPT** this resolution.
- 210613 To consider the monthly play area inspection agreement.**
It was agreed to **DEFER** this item to the 1st July 2021 meeting in order that the Clerk can obtain pricings for training. Cllr Wallis agreed that he would try to find a volunteer to carry out the monthly inspection.
- 210614 To note the receipt of the annual ROSPA play area report.**
The receipt of the annual ROSPA report was **NOTED**.
Cllr Jordan advised that Cllr Coffey had issued a report which listed a summary of the recommendations along with timescales of repair. This has been issued to all Councillors. It was noted by the Chairman that the target timelines for remedial work were not achievable and contracts need to be sourced appropriately. The Clerk is not to be held to account against the recommended timelines that the covering report advises. It was agreed that any proposal for work should be made with costings from Contractors with achievable timescales. This item will be considered once this information has been submitted to full council.
- 210615 To discuss the use of the information kiosk and to consider John Heather's kind offer to act as its curator.**
John Heather's offer was to act as curator for the information kiosk was **ACCEPTED**.
Proposed by Cllr Jordan and seconded by Cllr Jones.
All members voted unanimously to **ACCEPT** this resolution.

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- 210616 To agree the contractor to decorate the Pavilion.**
It was
RESOLVED
to appoint Pat Maccabee & Son to decorate the Pavilion at a cost of £2130.00.
Proposed by Cllr Jordan and seconded by Cllr Wallis.
All members voted unanimously to **ACCEPT** this resolution.
- 210617 To consider grant application for £150.00 for the printing of Gigabit Internet leaflets under powers afforded under LGA 1972 S137.**
It was
RESOLVED
to grant under its powers afforded under LGA 1972 S137 £150.00 for the Gigabit Internet leaflet printing.
Proposed by Cllr Jordan and seconded by Cllr Howard.
All members voted unanimously to **ACCEPT** this resolution.
It was agreed that the Parish Council would pay the invoice direct. With regards to the request to underwrite the project the Clerk informed the meeting that it was not clear under what powers this could be attributed to. The applicant had advised that this has been carried out by other Parish Councils and agreed to establish what powers they used.
- 210618 To consider the following planning applications:**
- 210618.01 21/01160/FULLN**
Infill of an area between two agricultural buildings to create additional area to be used in conjunction with the existing agricultural business.
Formosa, Cattle Lane, Abbots Ann, Andover.
The Parish Council had **NO OBJECTION** to this application.
Proposed by Cllr Jordan and seconded by Cllr Roberts.
All members voted unanimously to **ACCEPT** this resolution.
- 210618.02 21/01361/FULLN**
Two-storey extensions to front and rear, revisions to all elevations, and new materials, demolition of car port.
Dale House, Foundry Road, Anna Valley SP11 7NG.
The Parish Council had **NO OBJECTION** to this application.
Proposed by Cllr Jordan and seconded by Cllr Roberts.
All members voted unanimously to **ACCEPT** this resolution.
- 210618.03 21/01319/FULLN**
Demolish the C20 bathroom, convert the intervening space between the nineteenth century rear extension and the small shed into a kitchen with a flat roof and alterations to provide French doors and a new window in the West elevation.
Mill House, 101 Mill Lane, Abbots Ann, Andover.
The Parish Council had **NO OBJECTION** to this application.
Proposed by Cllr Jordan and seconded by Cllr Roberts.
All members voted unanimously to **ACCEPT** this resolution.

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- 210618.04 21/01377/FULLN & 21/01378/LBWN**
Erection of glazed link between main house and barn (Amended scheme)
43-44 Faircroft, Monxton Road, Abbots Ann, SP11 7BA.
The Parish Council had **NO OBJECTION** to this application.
Proposed by Cllr Jordan and seconded by Cllr Roberts.
All members voted unanimously to **ACCEPT** this resolution.
- 210618.05 21/01627/TPON**
Yew - Prune western side by 0.5m - 1m
Greenhaven, 23 Hillside, Abbots Ann.
The Parish Council had **NO OBJECTION** to this application.
Proposed by Cllr Jordan and seconded by Cllr Howard.
All members voted unanimously to **ACCEPT** this resolution.
- 210618.06 21/01570/FULLN**
Demolition of existing buildings and erect 4 detached bungalows with parking.
Pinchbecks Car Centre, Abbots Ann Service Station, Salisbury Road, Abbots Ann.
The Parish Council had **NO OBJECTION** to this application.
Proposed by Cllr Jordan and seconded by Cllr Roberts.
All members voted unanimously to **ACCEPT** this resolution.
- 210618.07 21/01626/FULLN**
Erection of single storey orangery.
Eastover House, Salisbury Road, Abbots Ann, SP11 7BT.
The Parish Council had **NO OBJECTION** to this application.
Proposed by Cllr Jordan and seconded by Cllr Roberts.
All members voted unanimously to **ACCEPT** this resolution.
- 210618.08 21/01734/FULLN**
Single storey rear extension and associated alterations
Quippini Cottage, 113 Salisbury Road, Abbots Ann Down, SP11 7BX.
The Parish Council had **NO OBJECTION** to this application.
Proposed by Cllr Jordan and seconded by Cllr Jones.
All members voted unanimously to **ACCEPT** this resolution.
- 210619 To agree the date of the next meeting.**
The date of the next meeting was confirmed as Thursday 1st July 2021.

There being no other business, the meeting closed at 20:27.



APPENDIX A

Reports for 24th June Meeting

St Mary's Church Abbots Ann - Closed Churchyard

Church Path Fence

The installation start date was delayed for a month to enable the contractor, Philip Grob from Middle Wallop, to move his workshop, but the work is now completed and the second payment made. Perhaps a photograph, and a thank you for their grant, to TVBC would be appropriate, together with thanks to the contractor for his work.

Churchyard Footpaths

Ray Lucas has produced a simplified specification for the refurbishment of the Churchyard footpaths and hopes to complete a tender invitation for the Clerk to use by the end of this month.

Play Areas

The ROSPA Annual inspection Report has been issued to councillors and will be noted at the June meeting. Recommendations from Cllr. Coffey, the Amenities Assist for Play Areas and Skatepark, for any actions required are awaited.

Telephone Kiosk

John Heather has kindly agreed to maintain and manage the Telephone Kiosk outside the WMH as an Information Centre; to start when Covid restrictions are lifted. I will be meeting him shortly to agree how this is to be done. There is an annual £50 in the budget for this task.

Gordon Howard

Amenities Portfolio Lead

Environmental & Wellbeing

I have nothing to report for the Environmental or Wellbeing Portfolios at the meeting.

Anne Jones

Environmental & Wellbeing Lead

Sports & Recreation portfolio update

Pavilion

We have obtained 3 quotes for painting inside the pavilion. These are due to be discussed and, hopefully one selected, at the upcoming PC meeting. We also have a quote for a new floor covering in the function area. The pavilion has been open for footballers to use the toilets on match days. Covid notices are on the main door.

Our Community Infrastructure Levy (CIL) bid for a new pavilion and recreation facilities has been considered by the TVBC Planning department and is being sent to cabinet with a recommendation for approval.

Sports Field

The field has been regularly mown and white-lined and many football matches have been played.

The RoSPA report has been circulated and will be discussed at the PC meeting. No major issues were flagged up in the football pitches or skate park inspections. I dealt with the broken glass and trip hazard in the skate park and I have passed on to the Sports Field Group (SFG) the comments regarding the worn goalmouth areas, the rusty goal posts and the damaged goal net.

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The SFG received a complaint that the toilet in the toilet block in the car park area had been used by one or more people and was now full of poop and paper. The toilet is not supposed to be used as it is currently disconnected from the main water supply so does not flush. I dealt with the problem and put up an 'out of order – do not use' sign. The door could be locked but nobody knows who, if anyone, has a key. Really, sooner or later, the building will need repairing or knocking down. The roof, door and window frames are all in a very poor condition so repairs/replacements would be a significant expense.
C J Wallis

Clerk Report

I have now been in post for just over 2 months so have been on a steep learning curve. I am currently two thirds of the way through my Introduction to Local Council Administration training course.

With regards to work, the Holly Tree work has been requested, I am pending a start date from the contractor (call if no date). The contractor to clear the Copse was also decided, the date is to be advised by Larkstel. The replacement gate on the Green will be installed on 7th July. June saw the installation of the new bus shelters which are located at St John's Cross and Duck Street. The internal audit was completed, which will be covered in the agenda later on.

Unfortunately, there was an issue where the website was down, this has now been rectified and was a long, and drawn out process! We have three companies all involved in our website provision. This is something I will research further in order to streamline the process.

Councillor David Drew

Here is my brief report as your new County Councillor.

I currently only have one specific issue which is the need for a layby for tankers at Manor Farm on Abbots Ann Road. The current position is that this is a Section 278 application, which isn't a standard/conventional planning application, but a legal agreement between the highways authority (HCC) and the applicant, in this instance Southern Water. As of 4 weeks ago, HCC requested some further details. I have contacted the highways engineer at HCC, Abayomi Kesinro, to request an update, and I will share that once I receive it.

More generally I thought it might be interesting to share some facts about the County Council. It has a turnover of in excess of £2 billion – that is the size of a small Country! By far the biggest spend; some £850 million, is on schools and a further £150 million on childrens social services.

There are over 1,600 looked after children in Hampshire, which is a significant increase on the 1,050 when I was last a County Councillor in 2013. This rise began at the time of the Baby P scandal in Haringay, which I'm sure many will recall.

Approximately a quarter on Hampshire's budget is spent on adult social services and the budgetary pressure on this service is seeing a year on year increase of about £30 million. There are some 19,000 adults who benefit from these services and there are 35,000 adult carers registered in Hampshire.

HCC is also the highways authority and with some 5,500 miles of road, this service is kept very busy, especially in springtime which traditionally sees road defects, potholes etc., at their highest

The quickest way to report and action a highways problem is by using the HCC website, here:-

<https://www.hants.gov.uk/transport/roadmaintenance>

It would really help me if Parish Cllrs could report problems they see directly onto this website: maybe everyone does already? Then, if action is taking too long, then I can chase up with a reference number to find out when it's going to get sorted.

As ever, I'm always happy to be contacted directly about any issues.

Cllr David Drew

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APPENDIX B

Date: 01/06/2021

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Time: 12:08

**Bank Reconciliation Statement as at 31/05/2021
for Cashbook 1 - Lloyds Treasurers Account**

User: KAREN

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Lloyds Treasurers Account	31/05/2021		53,264.56
			<hr/> 53,264.56
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			53,264.56
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			53,264.56
		Balance per Cash Book is :-	53,264.56
		Difference is :-	0.00

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APPENDIX C

Subject: Review of matters arising from Internal Audit for 31 March 2021

Please find below the list of matters arising following my visit.

All of the records reviewed were prepared by the previous clerk and by the locum and were in excellent order. If those systems and controls are maintained then the Council will remain compliant with the regulations.

I found the records of the council to be in very good order.

Control area	Issue	Recommended Action
Accounting system	The council records are now held on the Alpha system which will make reporting of payments and budget monitoring simpler.	To reduce transcription risk, where possible, reports directly from the ledger system should be used as pages of the minutes.
VAT reclaim	It appears that VAT was reclaimed earlier in 2021, but this should be done periodically	Alpha generates the required report for submission to HMRC.
GPC	It appears that the council voted to hold GPC status on the basis of the locum clerk, but it ceased once she was no longer in post.	Only GPC projects commenced before April can be continued. Newer spending should comply with the available powers.

Please find attached my invoice for the agreed fee. If either you or your councillors have any queries, please do not hesitate to contact me.

Regards

Eleanor S Greene