

ABBOTTS ANN PARISH COUNCIL
Minutes from the Meeting
held on Wednesday 15th January 2020 at 19:00
at War Memorial Hall, Abbots Ann

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

Members of the Public: 2

Minutes: Mrs C L Cotterell – Parish Clerk

Meeting started at 19.00

AGENDA ITEM	MINUTES	ACTION
1	<p>Chairman's Opening Remarks</p> <p>Chairman reminded all present that the meeting was being recorded and may be recorded by members of the press or public. Chair asked if any members of the public wished to speak about any items on the agenda to let the chairman.</p> <p>The Chairman also confirmed the importance of progressing 3 items on the agenda – the specification for Grounds Maintenance Contract, the Sports Field and Pavilion and resolving the Budget and Precept.</p> <p>A resident reported he had contacted TVBC regarding trees on the roadside and was advised to contact HCC as this is their responsibility.</p>	
2	<p>Apologies for Absence</p> <p>Apologies were received from Parish Cllr Wallis, Borough Cllr Flood and County Cllr Gibson.</p>	NOTED
3	<p>Declarations of Interest – None.</p>	NOTED
4	<p>Cllrs to agree the minutes to be an accurate record of the meeting held on 5th December 2019 – Proposed Cllr Jordan, seconded Cllr Howard, all agreed.</p>	
5	<p>Actions/Updates to be reported</p> <p><u>Clerks actions from the meeting on 5th December 2019</u></p> <p>Item 10 – Upper Clatford NDP response submitted and acknowledged.</p> <p>Item 11 – AAPC response to the Wheelabrator consultation was submitted and acknowledged on 12th December. Cllr Roberts commended AJ on response.</p> <p>Item 13 – HCC Priority Cutting List 2020 – Agreed 5 paths were submitted to HCC.</p> <p>Item 14 – Change to January meeting date – date and venue confirmed to all Cllrs, updated on the website and sent for publication in the magazine.</p> <p><u>Updates:</u></p> <ul style="list-style-type: none"> • Utility bill (water) for Pavilion received and paid, by agreement with Chairman, for £48.25 (Sept to Dec 2019) - Agenda Item for future payment. • Hinge to the gate to the Burial Ground has been repaired free of charge, Clerk has emailed thanks to Penchards. • Confirmation received from Cllr Flood that HCC Countryside service have fixed the footpath fingerpost by the shop. <p><u>Cllrs Updates on Outstanding Actions</u></p> <p><u>Policy</u> – Cllr Jordan – 1 -Draft Vision statement has been circulated and on agenda. 2 - 5yr rolling budget forecast - on agenda. 3 - Facebook page Cllr Coffey has circulated information and is carrying out further investigation. Cllrs were asked to email suggestions for the Facebook page to Cllr Coffey. 4 - Format portfolio responsibilities – ongoing.</p> <p><u>Amenities</u> – Cllr Howard – 1 - All updates are on the Action Tracker. 2 – There were no comments from Cllrs regarding the Burial Ground Regulations and these are now with Clerk for review, to be with Cllrs in time for next meeting. 3 – Churchyard fence and footpaths - ongoing.</p> <p><u>Environment</u> – Cllr Jones – 1 – Grounds Maintenance Contract supervision, a discussion took place regarding checking the contractor work with a suggestion to request photographs from contractor. Cllr Jones expressed her reservations about setting up a system for checking work on footpaths on monthly basis.</p> <p><u>Development & Infrastructure</u> – Cllr Roberts – 1 – Cllr Roberts has circulated response from Paul Jackson regarding Dingwall and awaits the result of appeal. He will continue to keep in touch with Paul Jackson. Cllr Roberts confirmed he had not had any liaison with the CLT recently, and suggested the current nitrates problem could affect planning for new development.</p> <p><u>Sports & Recreation</u> – Cllr Coffey has visited the sports field and pavilion twice since November, item is on agenda. Cllr Coffey has circulated a link to Cllrs to an architect regarding a refurbished pavilion for research.</p> <p><u>Wellbeing</u> – Cllr Jones – Nothing to report.</p>	Cllrs

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8	<p><u>*Item brought forward</u></p> <p>Sports Field/Pavilion</p> <p>Cllrs to decide a way forward with Friends of the Sports Field, review of grounds maintenance and community survey of usage.</p> <p>Cllrs discussed details around access control to the pavilion, car park gate and storage shed, keyholders, setting up a working group with the Friends of the sports field, maintenance – ensuring it is safe and legal, cleaning contract, grounds maintenance, booking system, hiring fees, community usage survey and bank account.</p> <p>Cllr Coffey is happy to draft a new usage survey.</p> <p>The Clerk requested to take advice from the Internal Auditor regarding a bank account.</p> <p>Cllrs resolved the following proposals:</p> <p>1 – To obtain estimate and purchase paper towels and disinfectant for Pavilion – Proposed Cllr Jordan, seconded Cllr Perkin, all agreed.</p> <p>2 – To set a date for a self help working party to clean, tidy and paint Pavilion on a suitable weekend date soon in conjunction with the Friends – Proposed Cllr Jordan, seconded Cllr Howard, all agreed. Cllrs approved a budget for materials of £100.00 – Proposed Cllr Jordan, seconded Cllr Roberts, all agreed.</p> <p>3 – To confirm if an electrician’s safety inspection report exists, if not to instigate one to be undertaken – Cllr Jordan, seconded Cllr Roberts, all agreed.</p> <p>Due to time constraints Cllrs agreed Cllr Coffey to set a date for a working group meeting to discuss the Sports Field and Pavilion further. – Proposed Cllr Jordan, seconded Cllr Perkin, all agreed.</p>	<p>Cllr Coffey</p> <p>Clerk</p> <p>Clerk</p> <p>Cllrs</p> <p>Clerk</p> <p>Cllr Coffey</p>
9	<p><u>*Item brought forward</u></p> <p>Draft Specification for Maintenance Contract</p> <p>Cllrs to review draft specification for the Maintenance Contract</p> <p>Cllr Jones has updated the specification, separated into areas and circulated to Cllrs for comments. Discussion held around asking prospective contractors for carbon footprint statement and offering site visits. Cllr Jones advised further work and information gathering still to be done. Cllr Jones was thanked for her work.</p> <p>Cllrs resolved to seek quotations with each area of work priced separately – Proposed Cllr Jordan, seconded Cllr Howard, all agreed.</p> <p>Cllrs agreed for Cllr Jones to confirm with TVBC the grounds maintenance services they offer. Cllrs also agreed to meet with the current contractor to discuss proposed changes to the current contract and also to offer any prospective contractors a site visit.</p> <p>Cllrs approved to extend the meeting by 30 minutes to 21.30 – Proposed Cllr Jordan, seconded Cllr Howard, all agreed.</p>	<p>Cllr Jones</p> <p>Cllr Jones/ Clerk</p>
10	<p><u>*Item brought forward</u></p> <p>Budget and Precept for 2020/21</p> <p>a) Cllrs to review and approve the budget for 2020/21 – Chairman thanked the Clerk for the work involved in producing the budget options. Cllrs reviewed the budget document and resolved to approve it – Proposed Cllr Jordan, seconded Cllr Howard, voted 5 for and 1 against – <u>Proposal Carried</u>. Action: Clerk to amend draft document.</p> <p>b) Cllrs to approve the precept demand for 2020/21 – Cllrs resolved to approve the Precept demand of £31,000 for 2020-21, which equates to £47.99 per Band D equivalent, an increase of approx. £0.66pence per month for Band D – Proposed Cllr Jordan, seconded Cllr Roberts, voted 5 for and 1 against – <u>Proposal Carried</u>.</p>	<p>Clerk</p>
7	<p>Planning and Tree Work applications – Cllrs to propose responses to be submitted to TVBC relating to the following applications:</p> <p>a) 19/02905/TPON – Tree works as per submitted schedule – 16 Abbots Hill Little Ann – <u>This item is withdrawn as planning decision already made.</u></p> <p>b) 19/02917/TREEN – T1 – Fell 1 x pine tree – Freshfields Dunkirt Lane Abbots Ann – <u>This item is withdrawn as planning decision already made.</u></p> <p>c) 19/02894/FULLN – Change of use, extension & cladding of stable block to form a single dwelling & erection of temporary smallholdings to include horse, sheep, pigs & poultry & associated means of enclosure & landscaping – Land south of Springvale Clatford Lodge Salisbury Road – No Objection – Proposed Cllr Jordan, seconded Cllr Roberts, voted 3 for and 3 against – <u>Proposal carried with casting vote.</u></p> <p>d) 20/00008/TREEN – T1 Apple Tree – Reduce tree by 1/3 overall & reduce canopy by up to 2m – Nether House Monxton Road Abbots Ann – No Objection – Proposed</p>	

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13	<p><u>*Item brought forward</u></p> <p>Finance</p> <p>a) Cllrs to approve the Financial Statement for 1st to 31st December 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 Roberts, 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>Clerk office/expenses (Dec)</td> <td style="text-align: right;">£45.15</td> <td>Clerk salary (Jan)</td> <td style="text-align: right;">£837.38</td> </tr> <tr> <td>Countrywide Grds (Dec)</td> <td style="text-align: right;">£957.35</td> <td>HMRC PAYE Q3</td> <td style="text-align: right;">£160.64</td> </tr> <tr> <td>Pension Contributions</td> <td style="text-align: right;">£72.80</td> <td>BT Qtrly Bill</td> <td style="text-align: right;">£70.23</td> </tr> </tbody> </table> <p><u>Bank Balance as at 31st December 2019 - £40,766.34</u></p> <p>c) Cllrs to approve future utility bills for the Pavilion to be paid via Direct Debit – Proposed Cllr Jordan, seconded Cllr Jones, all agreed.</p>	<u>Payee</u>	<u>Amount</u>	<u>Payee</u>	<u>Amount</u>	Clerk office/expenses (Dec)	£45.15	Clerk salary (Jan)	£837.38	Countrywide Grds (Dec)	£957.35	HMRC PAYE Q3	£160.64	Pension Contributions	£72.80	BT Qtrly Bill	£70.23	
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11	<p>Vision Statement</p> <p>Cllrs to review and approve the AAPC Vision Statement. This item deferred to next meeting.</p>	Deferred Ag Item																
12	<p>Community Awards Scheme</p> <p>Cllrs to consider implementing a Community Awards Scheme – Cllr Jordan proposed implementing a scheme, which will seek nominations from the community to formally recognise work done within the parish, with a formal presentation to be held at the Parish Assembly, suggested capping at 3 - 4 per year. Cllrs agreed for Cllr Jordan to take it forward and produce Terms of Reference – Proposed Cllr Jordan, seconded Cllr Jones, all agreed.</p>	Cllr Jordan																
14	<p>Parish Magazine Article -</p> <p>Cllrs to agree an article for submission to the Parish Magazine – Cllr Howard to circulate his article to Cllrs and submit to magazine – Cllrs to advise the Clerk as to who will provide the article in February.</p>	Cllr Howard/ Cllrs																
15	<p>Social Media Policy</p> <p>Cllrs to review and adopt a Social Media Policy – This item deferred to next meeting.</p>	Deferred Ag Item																
16	<p>Meetings</p> <p>a) Cllrs to agree a date and format for the Parish Assembly. Suggested date during first week in April, the format to be decided.</p> <p>b) Date of next meeting - Thursday 6th February 2020 - 7pm – War Memorial Hall, Abbots Ann</p>	Ag Item																

Meeting closed at 21.30

These minutes were approved and signed by the Chairman at the meeting held on 6th February 2020