

ABBOTTS ANN PARISH COUNCIL
Minutes from the Meeting
held on Thursday 7th November 2019 at 19:00
at War Memorial Hall, Abbots Ann



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

Members of the Public: 1

Minutes: Cllr G Howard

Meeting started at 19.00

AGENDA ITEM		ACTION
1	Chairman's Opening Remarks The chairman welcomed all present and drew their attention to the removal of the item 'Public Participation' from the Agenda; pointing out that raising items not on the agenda was pointless and that members of the public would be asked if they wished to speak to any specific agenda item.	
2	Apologies for Absence Apologies were received from the Clerk	NOTED
3	Declarations of Interest Cllr Roberts – Item 7. c). Cllrs Jordan & Wallis – Pecuniary interest Item 16 b.	NOTED
4	Cllrs to agree the minutes to be an accurate record of the meeting held on 3rd October 2019 – Proposed Cllr Jordan, seconded Cllr Howard, all agreed.	
5	<p>Actions/Updates to be reported <u>Clerk's actions from meeting held on 03.10.2019</u> Item 4 – Shared documents – Clerk set up two documents in a Dropbox folder and shared with Cllrs. Item 8 – Publish Portfolio Responsibilities – ongoing – Clerk awaiting all documents before publishing. All drafts, less Policy, with Clerk. Action: Chairman to agree with the Clerk a standard format for Portfolio Responsibilities documents before they were published. Item 11 – Submit Cllr comments - No comments were received to submit for the TVBC Draft Affordable Housing Supplementary Planning Document.</p> <p>Updates:</p> <ul style="list-style-type: none"> • A fault was reported with some of the electrical system at the Pavilion. Clerk approved a visit by an electrician to inspect/repair so the pavilion could continue to be used. Electrician inspected and confirmed all was working normally, and advised that an external fault appeared to have been the problem. The electrician kindly waived his fee on this occasion. Action: The Council's thanks to be sent to Gary Light. • Clerk has made enquiries with HCC and TVBC in relation to the work to replace the Churchyard fence. HCC advise the cost to close Church Path for up to 6 months is in the region of £1000.00 if 42 days notice given, cost increases if less notice given. HCC have the final say on whether the path can be closed. TVBC advise planning permission is needed for the work as in a conservation area. Action: Cllr Howard to check whether the diocesan Faculty already to hand would suffice. • The finger Post pointing to the church in the village shop car park had been reported as being damaged – this has been reported to HCC. There was some doubt as to whether it had been reported. Action: Chairman to ask Clerk to check. <p><u>Cllrs Updates on Outstanding Actions</u> As Action Tracker not up to date Chairman asked Portfolio Leads for input. Action: Portfolio leads ensure their Tracker items were up to date for Council Meetings. If that were done, portfolio leads would need only to report on updates received after their Tracker update(e) and to answer under this item any queries to their Tracker update(s). Updates from Portfolio leads were:</p> <ul style="list-style-type: none"> • Amenities – As per Tracker, plus - review of Burial plots usage had shown that if the average usage of vacant plots from 2014 to 2019 were extrapolated there would be plots available for 35 to 40 years. • Development & Infrastructure – Lack of information on the impact on Planning of Nitrates contaminating the ground appeared to be holding up planning applications; a national issue with local impact. • Environment – Meeting held with AAGA re Wild Flower Meadow. Fence not rotting, AAGA recommended the erection of a sign at the meadow. No action yet on Church path refurbishment. • Policy – 5yr budget in draft, 20/21 budget and Financial Regulations on agenda. Cllr Coffey asked for authority to proceed with setting up a Parish Council Facebook page during Jan 2020, on the lines of the Hurstbourne Tarrant page sent to councillors 	<p style="text-align: center;">Cllr Jordan</p> <p style="text-align: center;">Clerk to be asked to action.</p> <p style="text-align: center;">Cllr Howard</p> <p style="text-align: center;">Cllr Jordan</p> <p style="text-align: center;">Cllrs to note</p>

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	<p>earlier in the day. All councillors supported her proposal.</p> <ul style="list-style-type: none"> • Sports & Recreation – No report. • Wellbeing – No report. <p>It was agreed that all Projects needed to remain in the Action Tracker, with individual actions from meetings as sub heading for that item. Ongoing topics should always appear in Actions/Updates and be reported on there, if not on the agenda for a meeting. Action: Cllrs to provide the Clerk with headings for their portfolio items in the Updates agenda item.</p> <p>Councillors agreed that the Tracker should, if practical, be made available to the public. Action: The chairman to ask the Clerk to publish the Tracker with Meeting Minutes if that was practical.</p>	<p>Cllr Coffey</p> <p>Portfolio Leads</p> <p>Cllr Jordan</p>
6	<p>Borough and County Councillor Reports Cllr Gibson's Report had been received by email. Major traffic project in the Wallops taking up his time.</p> <p>Cllr Flood – Points included - Contactless card payments soon to be accepted in Andover car parks. 18 Electric Vehicle Charging points to be installed across 8 new locations in Test Valley. The Andover 'Our Town' project was going well. Improvements to the Chantry Centre were progressing. Andover Christmas lights switch on will be on 15th November.</p>	
7	<p>Planning and Tree Work applications – Cllrs to propose responses to be submitted to TVBC relating to the following applications:</p> <ul style="list-style-type: none"> a) 19/02367/FULLN - Erection of a single storey rear extension to provide additional living space – 14 Bulbery Abbots Ann. No Objection – Proposed Cllr Jordan, seconded Cllr Howard, all agreed. b) 19/02428/TREEN - T1 - Acer - reduce by 25%, branches removed from telegraph pole. T2 - Whitebeam - reduce by 25%, branches removed from neighbours roof. T3 - Cherry - reduce by 50% - Lane Cottage Duck Street Abbots Ann. No Objection – Proposed Cllr Jordan, seconded Cllr Roberts, all agreed. c) 19/02449/FULLN - Erection of replacement of a dwelling, and ancillary buildings including garage, store, and feed and rug room – Little Park Stables Cattle Lane Abbots Ann. Vote to object failed. No Objection – Proposed Cllr Jordan, seconded Cllr Howard, Four votes for, one against, two abstained and one declared interest. d) 19/02531/TPON – T1 – Sycamore & T2 Lime – cut back to previous pollard points – 10 Kingsmead Anna Valley. No objection to T1 Sycamore, objection to T2 Lime – Proposed Cllr Roberts, seconded Cllr Perkin, all agreed. 	
8	<p>Correspondence</p> <ul style="list-style-type: none"> a) Cllrs to receive correspondence regarding Burial Ground Regulations. It was agreed that it was correct to enforce the Regulations but that it should be done sensitively. Action: Any advice issued to burial plots Rights Holders to include a note on decorations permitted b) Cllrs to receive correspondence regarding trees in Church Road. It was agreed that Council should support the tree officer in suggesting the work should be done on the trees concerned before the next growing season. Action: Clerk to be requested to contact HCC. 	<p>Cllr Howard</p> <p>Cllr Howard</p>
9	<p>Churchyard Fence Cllrs to review firm costs after contractor visit. Item deferred to an emergency meeting, to be held before 22Nov. Action: Chairman to ask Clerk to provide councillors with details of the Tender approach for the initial three quotes and to arrange an emergency meeting with only the one agenda item.</p>	Cllr Jordan
10	<p>Draft Budget Cllrs to discuss draft budget document. Item deferred to enable chairman to restructure the 20/21 budget in time for the December council meeting</p>	Cllr Jordan
11	<p>NAO/NALC Audit Consultations Cllrs to consider submission of comments to the consultations. It was agreed that the Clerk's advice that any comments we might have in the future should be submitted by the auditor on our behalf.</p>	
12	<p>Upper Clatford Neighbourhood Plan Cllrs to consider submitting Comments in respect of Upper Clatford Neighbourhood Plan. Action: Cllr Roberts to read the Plan and prepare any comments for discussion at the December Council meeting.</p>	Cllr Roberts

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13	<p>Play Area Inspections</p> <p>RoSPA Playsafety Annual Inspection Reports. Cllrs to consider Sports & Recreation portfolio recommendations from the Inspection Reports. Action: Cllr Coffey to put items in the Repairs Book and, together with the Clerk, to obtain quotes for repairs recommended in the Report, to have them carried out if they were within the Clerk's spending remit or to get Council's approval if they were too large.</p>	Cllr Coffey																				
14	<p>Village Website</p> <p>Cllrs to receive an update on the village website relating to PC information. The Clerk's work to improve our site and the links between the two sites much appreciated. Thanks to the Clerk were expressed by councillors.</p>																					
15	<p>Annual Staff Appraisal</p> <p>Cllrs to resolve that the Chairman to carry out an annual staff appraisal (as per Standing Order 19c). Council were content for the chairman to proceed.</p>	Cllr Jordan to note																				
16	<p>Finance</p> <p>α) Cllrs to approve the Financial Statement for 1st to 31st October 2019 – Proposed Cllr Jordan, seconded Cllr Howard, all agreed.</p> <p>β) Cllrs to consider funding the VAT payment for the recycling bins for Fete - £15.30. Funding agreed. Proposed Cllr Howard, seconded Cllr Roberts, all agreed (less the two who had expressed an interest).</p> <p>χ) Cllrs to consider architect quotation for specification of works to Churchyard Footpaths - £490.00. Agreed to accept the quotation. Action: Cllr Howard to follow up with the PCC and their Church Architect.</p> <p>δ) Cllrs to approve the following payments to be made – Proposed Cllr Jordan, seconded Cllr Wallis, 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 (Oct)</td> <td style="text-align: right;">£51.54</td> <td>Clerk salary (Nov)</td> <td style="text-align: right;">£837.18</td> </tr> <tr> <td>Countrywide Grds (Oct)</td> <td style="text-align: right;">£957.35</td> <td>WMH (hire fees Mar-Oct 19)</td> <td style="text-align: right;">£122.50</td> </tr> <tr> <td>Pension Contributions</td> <td style="text-align: right;">£72.80</td> <td>HCC Street Lighting (Apr-Sep19)</td> <td style="text-align: right;">£174.18</td> </tr> <tr> <td>RGA Landscaping (gate/bridge)</td> <td style="text-align: right;">£70.00</td> <td>B Sims Grass cutting (Jun-Oct)</td> <td style="text-align: right;">£105.72</td> </tr> </tbody> </table> <p><u>Bank Balance as at 31st October 2019 - £45,104.77</u></p> <p>Cllr Coffey proposed a ten minute meeting extension, seconded Cllr Jones. All agreed.</p>	<u>Payee</u>	<u>Amount</u>	<u>Payee</u>	<u>Amount</u>	Clerk office/expenses (Oct)	£51.54	Clerk salary (Nov)	£837.18	Countrywide Grds (Oct)	£957.35	WMH (hire fees Mar-Oct 19)	£122.50	Pension Contributions	£72.80	HCC Street Lighting (Apr-Sep19)	£174.18	RGA Landscaping (gate/bridge)	£70.00	B Sims Grass cutting (Jun-Oct)	£105.72	Cllr Howard
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17	<p>Financial Regulations</p> <p>Cllrs to review and adopt Financial Regulations (updated with NALC 2019 amendments). Cllrs agreed to adopt the proposed update. Proposed Cllr Jordan, seconded Cllr Howard, approved six, abstained one.</p>																					
18	<p>Next Meeting - Thursday 5th December 2019 - 7pm – War Memorial Hall, Abbots Ann</p>																					

Meeting closed at 2108

These minutes were approved and signed by the Chairman at the meeting held on 5th December 2019