

ABBOTTS ANN PARISH COUNCIL
Minutes from the Meeting
held on Thursday 5th March 2020 at 19:00
at War Memorial Hall, Abbots Ann

Present: Parish Cllrs: A Jordan (Chairman), G Howard (Vice Chairman),
A Jones, D Perkin, C Wallis, C Coffey (arrived 20.18)
Borough Cllrs M Flood and D Coole.

Members of the Public: 2

Minutes: Mrs C L Cotterell – Parish Clerk

Meeting started at 19.00

| AGENDA ITEM | ACTION |
|--|---|
| <p>1</p> <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. The Chairman asked members of the public to let him know if they wished to speak about any items on the agenda.</p> <p>The Chairman mentioned future PC meetings and the current health concerns. Cllrs were asked to give some thought as to how to facilitate future meetings.</p> | |
| <p>2</p> <p>Apologies for Absence</p> <p>Apologies were received from Parish Cllr Roberts and Cllr Gibson. Cllr Coffey advised she would be late due to work commitments.</p> | NOTED |
| <p>3</p> <p>Declarations of Interest – Cllr Jones declared an interest in Item 7d as the applicant.</p> | NOTED |
| <p>4</p> <p>Cllrs to agree the minutes to be an accurate record of the meeting held on 6th February 2020 - Proposed Cllr Jordan, seconded Cllr Howard, all agreed.</p> | |
| <p>5</p> <p>Actions/Updates to be reported</p> <p><u>Clerk's actions from the meeting on 6th February 2020</u></p> <p>Item 8 – Flooding/drainage Clerk contacted Monxton, Ampport and both Clatfords – Upper Clatford responded mainly clear of problems - some issues with tankers at pumping station at the junction Foundry Road/A343. Another response has been received from Ampport parish and will be circulated.</p> <p>Item 10 – updating Appendices to BG Regulations. (Agenda Item)</p> <p>Item 12a (5) – Pavilion Utility Bills to be paid by DD – DD mandate for water services has been set up. Awaiting information regarding electricity account.</p> <p>Item 13 – Invitations to quote for Grounds Maintenance Contract issued on 10th February 2020 to 5 contractors. One further contractor invited week beginning 24th February. 5 quotations were returned by deadline of 27th February. (Agenda Item)</p> <p><u>Updates:</u></p> <ul style="list-style-type: none"> • Two bent railings reported in the fence at WMH – Clerk has asked local contractor to look to see if can be repaired or whether needs replacement and likely cost. • HCC have responded to the report of drain defects in Duck Street that there is currently no maintenance work required. (ref 21477131) • Nursery school have reported deterioration of the WMH sheds with holes appearing. Cllr Jordan to take a look in daylight. Clerk to co-ordinate access with Nursery School. <p><u>Cllrs Updates on Outstanding Actions</u></p> <p><u>Policy</u> – Cllr Jordan – Proposed Community Awards are on hold. Parish Assembly (agenda), Grounds Maintenance Contract (agenda).</p> <p><u>Amenities</u> – Cllr Howard – Churchyard Fence requires planning permission, PC will need to apply Cllr Howard to request PCC help on application, Churchyard footpaths – ongoing, Burial Ground appendices (agenda).</p> <p><u>Environment</u> – Cllr Jones – complaint from resident regarding dog faeces not being picked up on the Green, Cllr Jones met with TVBC dog warden, very little found, Cllr Jones to advise complainants that to do anything the Dog Warden will require evidence. TVBC Dog Warden will forward an article for parish magazine. Wildflower Meadow interpretation board - cost circa £140 and will need to comply with terms of lease with HCC – Cllrs agreed to wait for this year to see if flowers appear before considering a board. Parishes in Bloom – Cllr Jones to investigate.</p> <p><u>Development & Infrastructure</u> – Cllr Roberts – No update.</p> <p><u>Sports & Recreation</u> – Cllr Coffey circulated the following updates to Cllrs. 1 – Process of setting up working group for Sports Field & Pavilion with a draft constitution document (ongoing). 2 – Contacting K Jenkins re Pavilion caretaker position (ongoing). 3 – Meeting proposed with D Wiggs and Cllr Jordan to look at accounts – Cllr Jordan to request accounts in advance of meeting. 4 – Door Passcodes – ongoing. 5 – Proposals for play areas to be circulated before April meeting by Cllr Coffey. 6 – Pavilion Action day – date and timings to be circulated by Cllr Coffey.</p> <p><u>Wellbeing</u> – Cllr Jones – Nothing to report.</p> | <p style="text-align: right;">Cllr Jordan</p> <p style="text-align: right;">Cllr Howard</p> <p style="text-align: right;">Cllr Jones</p> <p style="text-align: right;">Cllr Jordan</p> <p style="text-align: right;">Cllr Coffey</p> |

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| 6 | <p>Borough and County Councillor Reports</p> <p><u>Cllr Flood reported</u></p> <ul style="list-style-type: none"> • TVBC have passed their budget – Council Tax to increase by £5 to £146.41 per Band D property. • Drainage – Cllr Flood will forward copies of letters sent to Southern Water. Cllr Flood offered to invite the Environmental Health Manager to attend a future PC meeting. • Dingwall – An appeal has been lodged and there will be a hearing in approx. 6 months time. The Chairman expressed a wish for the PC to participate in the hearing if possible. • Artisan market to be held in Andover on 15th March 2020. <p><u>Cllr Coole reported:</u></p> <ul style="list-style-type: none"> • The Master Plan consultation has closed. A detailed strategy will be available in June for consultation. | Cllr Flood |
| 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) 20/00219/RESN – Erection of building for storage & distribution with associated service yard (B8 use) (part details pursuant to 17/00043/OUTN) Plot 5 Part Zone 5A) - Plot 5 Andover Business Park – No Objection – Proposed Cllr Jordan, seconded Cllr Howard, all agreed. b) 20/00206/RESN - Erection of building for storage and distribution (B8 use) (part details pursuant to 17/00043/OUTN Plot 5) Plot A1 - Plot 5 Andover Business Park – No Objection – Proposed Cllr Jordan, seconded Cllr Howard, all agreed. c) 20/00326/PDQN - Notification for approval under class Q - Change of use of agricultural building to single dwelling - Rosecomb Farm Cattle Lane Abbots Ann – No Objection - Proposed Cllr Jordan, seconded Cllr Howard, all agreed. d) 20/00418/TREEN – T1 + T3 Willow – Pollard height up to 4m, T4 Plum – Fell – Paddocks End, Little Ann Road, Little Ann – No Objection - Proposed Cllr Jordan, seconded Cllr Howard, all agreed. Cllr Jones took no part in the vote. | |
| 8 | <p>Drainage</p> <p>Cllrs to discuss and agree initial action required.</p> <p>Issues discussed were:</p> <ul style="list-style-type: none"> • Flooding on roads/gardens and lack of capacity of HCC drains • The backing up of Southern Water sewerage systems on Little Ann Road including lack of capacity and/or blockage. • Discharge of sewerage from Manor Farm. • Pumping station at junction of Foundry Road/A343. <p>Action agreed - Cllr Jordan to draft supporting letters for the copies of letters which Cllr Flood will forward.</p> <p>The following ideas were also discussed - photographic evidence/resident evidence, note through doors in Duck Street/West Hill/Abbotts Close/Little Ann Road. Action agreed - Cllr Jordan to draft a note to seek support from residents in affected locations to gather evidence to present to MP.</p> <p>Action agreed - Clerk to inform landowner, of field adjacent to Coach Path, of a mud dam in need of removal as has exacerbated flooding in Mill Lane/Little Ann Road during heavy rain.</p> | Cllr Jordan Cllr Jordan Clerk |
| 9 | <p>Burial Ground Appendices/Fees</p> <ul style="list-style-type: none"> a) Cllrs to review and approve Appendices to Burial Ground Regulations – All appendices were approved – Proposed Cllr Jordan, seconded Cllr Jones, all agreed. b) Cllrs to review Burial Ground fees and approve proposed amendments – Burial Ground fees with amendments were approved – Proposed Cllr Jordan, seconded Cllr Perkin, all agreed. | |
| 10 | <p>Sportsfield and Pavilion</p> <ul style="list-style-type: none"> a) Cllrs to review electrician’s report and comments, agree actions required and approve any related expenditure – Cllrs discussed the report and agreed to pass items recommended for immediate remedial works to Friends and defer other items until the facility is sorted. Cllr Jordan to send electrician list to Friends. b) Cllrs to review facilities booking system and control of hire income – Sportsfield Friends now have the accounts to share with PC. A Working group is currently being set up. Cllrs agreed to defer Items b & c until the accounts have been seen. | Cllr Jordan Deferred |

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| | <p>c) Cllrs to discuss recent losses and possible partial reparation.</p> <p>Cllrs discussed Cllr Coffey's update on the Sportsfield and confirmed that AAPC would not be taking over the running of the sportsfield and pavilion. Cllr Coffey to put a flyer for help/support for the Action day in the shop.</p> | <p>Deferred</p> <p>Cllr Coffey</p> | | | | | | | | | | | | |
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| 11 | <p>Parish Assembly – 15th May 2020 – War Memorial Hall</p> <p>Cllrs to review proposals for the Parish Assembly and approve any expenditure required.</p> <p>The following proposed format was agreed: Introduction & welcome Invite CLT group to report if they wish. Invite other community groups to display or report if they wish. Q&A session with Parish Cllrs.</p> <p>Cllr Howard proposed a budget of up to £60 to purchase refreshments, seconded Cllr Jones, all agreed.</p> | | | | | | | | | | | | | |
| 12 | <p>Finance</p> <p>a) Cllrs to approve the Financial Statement for 1st to 29th February 2020 – Proposed Cllr Jones, seconded Cllr Howard, all agreed.</p> <p>b) Cllrs to consider the annual subscription renewal for CPRE – Cllrs agreed to continue with the subscription at £36.00 – Proposed Cllr Jordan, seconded Cllr Perkin, all agreed.</p> <p>c) Cllrs to approve the following payments to be made – Proposed Cllr Jordan, seconded Cllr Jones, 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 (Feb)</td> <td style="text-align: right;">£35.25</td> <td>Clerk salary (Mar)</td> <td style="text-align: right;">£837.18</td> </tr> <tr> <td>Countrywide Grds (Feb)</td> <td style="text-align: right;">£957.35</td> <td>CPRE subscription</td> <td style="text-align: right;">£36.00</td> </tr> </tbody> </table> <p><u>Bank Balance as at 29th February 2020 - £36,320.17</u></p> | <u>Payee</u> | <u>Amount</u> | <u>Payee</u> | <u>Amount</u> | Clerk office/expenses (Feb) | £35.25 | Clerk salary (Mar) | £837.18 | Countrywide Grds (Feb) | £957.35 | CPRE subscription | £36.00 | |
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| Countrywide Grds (Feb) | £957.35 | CPRE subscription | £36.00 | | | | | | | | | | | |
| 13 | <p>Next Meeting</p> <p>Date of next meeting - Thursday 2nd April 2020 - 7pm – War Memorial Hall, Abbots Ann</p> | | | | | | | | | | | | | |
| 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 of matters of commercial sensitivity – Proposed Cllr Jordan, seconded Cllr Howard, all agreed.</p> <p>a) Cllrs to review quotations and associated documents received for the Grounds Maintenance Contract for 2020/21 – Cllrs reviewed all quotations received and proposed splitting the contract into two parts – Part 1 for Grass cutting of The Green and Bulbery Sports Field - resolved to be awarded to Test Valley Borough Council Environmental Services Department for 2020/21 at a cost of £1,560.00 + VAT – Proposed Cllr Jordan, seconded Cllr Howard, all agreed.</p> <p>Cllrs resolved to extend the meeting by 30 minutes – Proposed Cllr Jordan, seconded Cllr Howard, all agreed.</p> <p>Part 2 – All Footpaths/Churchyard & Burial Ground/Grounds surrounding War Memorial Hall & Jubilee Oak - resolved to be awarded to Larkstel Ltd for 2020/21 at a cost of £4,220.00 + VAT – Proposed Cllr Howard, seconded Cllr Wallis, voted 3 for, 3 against, casting vote used – <u>Proposal Carried</u>.</p> <p>Cllrs also resolved to offer Larkstel Ltd a one-off additional visit for corrective works to the Churchyard & Burial Ground at the beginning of the contract – Proposed Cllr Jordan, seconded Cllr Howard, voted 3 for, 3 against, casting vote used – <u>Proposal Carried</u>.</p> <p>b) Cllrs to review and approve the contract document – This item deferred to an additional meeting due to time constraints.</p> | <p>Deferred</p> | | | | | | | | | | | | |

Meeting closed at 21.30

These minutes were approved at the meeting held on 7th May 2020