

ABBOTTS ANN PARISH COUNCIL
Minutes from the Meeting held on
THURSDAY 21st July 2016
7.00pm at the Abbots Ann War Memorial Hall



Present: Parish Councillors A Hayter (Chairman), T Abram (Vice Chairman)
Mrs S Bleeker (arrived 19:20), Mrs L Haigh, C Teasdale, M Doherty,
Borough Councillor Mrs M Flood

Members of the Public: 8

Minutes: Mrs Clare Cotterell – Clerk

Meeting started -19:02

AGENDA ITEM		ACTION
1	<p>Newly Elected Councillors to sign Declarations of Acceptance of Office: The Declarations of Acceptance of Office were signed by the Councillors present and witnessed by the Proper Officer.</p> <p>Cllr Flood confirmed she had sent her letter of resignation as a temporary Parish Councillor to the Clerk. The Clerk confirmed she had also received Cllr Stallard's apologies and his request to record his resignation as a temporary Parish Councillor.</p> <p>Clerk read a statement she had received from Cllr Stallard as follows: "I personally, both as a Borough Councillor and as a resident, and also as a War Memorial Hall Trustee, wish the new Parish Council and yourself much success and, yes, enjoyment, as you work together on the future of our parish. I will give whatever support I can whenever your Councillors ask for it".</p>	Noted
2	<p>Councillors to elect a Chairman and Vice Chairman: Cllr Hayter was elected as Chairman – Proposed Cllr Haigh, seconded Cllr Doherty, all voted in favour. Cllr Hayter signed the Declaration of Acceptance of Office of Chairman and this was witnessed by the Proper Officer.</p> <p>Cllr Abram was elected as Vice Chairman – Proposed Cllr Teasdale, seconded Cllr Doherty, all voted in favour. Cllr Abram signed the Declaration of Acceptance of Office of Vice Chairman and this was witnessed by the Proper Officer.</p>	
3	<p>Apologies for Absence – Apologies were received from Parish Councillor Dale Wells. Borough Councillor Stallard and County Councillor Gibson.</p>	
4	<p>Declarations of Interest to be made – None</p>	
5	<p>Cllrs to agree the minutes to be a record of proceedings of the previous meetings held on: a) 19th May 2016 and b) 29th June 2016.</p> <p>a) The minutes of the meeting held on 19th May 2016 were approved as a record of proceedings with an amendment to Item 14a – change of the wording "dated last year" to "dated 2007". - Proposed Cllr Abram, seconded Cllr Haigh, all agreed.</p> <p>b) The minutes of the meeting held on 29th June 2016 were approved as a record of proceedings. - Proposed Cllr Teasdale, seconded Cllr Abram, all agreed.</p>	
6	<p>Actions and Updates to be reported: Clerk reported: From the meeting held on 19th May 2016 : Item 6 – 2 new defibrillators have now been registered with the Ambulance Service Item 10 – Standing Orders and Financial Regulations along with the Request for Funding form added to website and in folder at the shop. Item 14a – Request from PCC – Due to the period when the Council was inquorate, Clerk has written to the PCC requesting an extension to the time limit of a further 3 months to enable the new Council to review and take a decision. So far Clerk has not received a reply. See attached NALC Legal Topic Note 65 – dated June 2014 and initial letter of request. Added to agenda for 21st July 2016. Item 15 – Charity Commission – Letters have been sent to all of the trustees.</p> <p><u>Other updates:</u> Adoption of Red Telephone Box – Adoption contract to be completed by Chairman and submitted along with £1.00 payment. Dog Bin at Burghclere Down – Location of bin has now been provided by contact at</p>	Noted

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	<p>Burghclere Down (to be located on grass area next to Burghclere Down sign on wall) and request sent to TVBC for installation. Cost is £316.11 plus £5.51 per waste collection, frequency fortnightly (frequency is same as other AAPC dog bins).</p> <p>Cllrs Hayter and Bleeker to provide update on meeting with Sports Field Management Committee (SFMC): Cllrs Hayter and Bleeker met with the SFMC. Cllr Hayter reported that there is no formal agreement between Parish Council and SFMC. The SFMC are keen to replace the pavilion and have raised funds towards this. They require help from the Parish Council to put them on a firm footing to enable grant funding. Options include becoming a formal sub-committee of the Parish Council or leasing the sports field and buildings from the Parish Council for a nominal rent. The SFMC will present at a future meeting of the Parish Council with their preferred option. No timeframe was given at the time of the meeting as the future date of the Parish Council meeting was not known.</p> <p>At the Chairman's suggestion the Parish Councillors and Clerk introduced themselves to each other and to the public present.</p>	
7	<p>Cllrs to propose a response to the PCC request for Parish Council to take over responsibility/maintenance of closed Churchyard (Item 11 was brought forward at the discretion of the Chairman and renumbered as 7)</p> <p>A discussion was held regarding the formalising of the agreement between the Parochial Church Council and the Parish Council and it was resolved that the Parish Council formally take over the responsibility and maintenance of the closed churchyard. The Chairman of the PCC was present and confirmed the PCC would continue to work with the Parish Council. Proposed – Cllr Doherty, seconded Cllr Abram, all agreed.</p>	
8	<p>Public Participation - This item will be limited to 15 minutes, unless directed otherwise by the Chairman.</p> <p>A member of Abbots Ann Green Action (AAGA) spoke about the request to provide a report to the Parish Council regarding the future of The Green including the proposal to move the Wildflower meadow to The Green. A discussion was held and the Chairman asked that AAGA present the report along with a costed proposal for moving the Wildflower meadow at the next full Council meeting.</p> <p>Cllr Flood commented that TVBC had removed waste after the Fete in the past for no fee. This year the Borough Council are unable to do this – Would the Parish Council consider funding and add this as an agenda item next time. The expected cost to be around £80.</p>	<p>Ag item</p> <p>Ag item</p>
9	<p>Item 12a brought forward at the discretion of the Chairman and renumbered as Item 9</p> <p>a) Email received regarding maintenance of the Wildflower meadow for 2016 – discussion held regarding whether the Parish Council had considered having some of the unconsecrated ground consecrated for use as grave spaces – this was considered and agreed that there would be no decision taken at this time.</p> <p>Discussion held regarding whether the Parish Council were happy to continue funding some maintenance ie mowing/strimming of the wildflower meadow – It was agreed to continue to fund the maintenance up to £100 for 2016.</p> <p>Proposed Cllr Abram, seconded Cllr Bleeker, all agreed</p>	
10	<p>Borough and County Councillor Reports</p> <p>Cllr Flood thanked all for standing as Parish Councillors. She also mentioned the Four Fun Fridays in August – street entertainment to be held in the High Street, Andover.</p> <p>Cllr Flood reiterated Cllr Stallard's comment for the Parish Council to contact the Borough Councillors if they could help in any way.</p>	

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11	<p>Planning and Tree Work applications – Cllrs to propose a response to be submitted to TVBC relating to the following applications:</p> <p>a) 16/01512/OBLN – Modify the planning obligation associated with Planning Permission 09/02392/OUTN by removal of Part II of Schedule 6 regarding HCV Traffic Demand Management systems – Andover Business Park, Monxton Rd. – A discussion held and it was resolved to object – Cllr Abram to forward wording to Clerk to respond to TVBC. Proposed Cllr Bleeker, seconded Cllr Teasdale, all agreed.</p> <p>Chairman to write to the County Councillor to ask for information and timeline for repairing the cameras – Proposed Cllr Haigh, seconded Cllr Bleeker, all agreed.</p> <p>b) 16/01617/FULLN & 16/01618/LBWN – Construction of single storey link between existing dwelling & detached garage with amendments to include provision of a flat roof light & removal of a rear window (amendments to 15/00977/FULLN & 15/00978/LBWN – Water Cottage, Mill Lane, Abbots Ann. – No objection – Proposed Cllr Doherty, seconded Cllr Bleeker, all agreed.</p> <p>c) Cllrs to propose system of viewing future planning applications – It was agreed to view future planning applications online – Cllr Flood commented that hard copies are available at TVBC offices, Clerk will bring hard copies to meetings and forward the weekly planning lists when they refer to Abbots Ann applications.</p>	<p>Cllr Abram</p> <p>Cllr Hayter</p>
12	<p>Motion dated 05.05.16 to dissolve Burial Ground Sub-Committee agreed at the meeting held on 7 January 2016 and that the decision to adopt the Terms of Reference at the meeting held on 11 February 2016 be rescinded. Clerk requested to take advisement at the meeting held on 19 May 2016.</p> <p>(Clerk’s recommendation: Item 6 of the Annual Parish Council meeting held on 19 May 2016 was a request to rescind the decision to set up a Burial Ground sub-committee, resolved at the meeting held on 7th January 2016 and the decision to approve the amended Terms of Reference for the sub-committee, resolved at the meeting held on 11th February 2016. I have since taken advice and given due consideration to the subject of whether a sub-committee should exist for the administration of the Burial Ground. I am aware that the day to day operational duties for the Burial Ground lie with the Proper Officer, however overall responsibility for amending Terms of Reference, Regulations and Fees charged lie with the full Parish Council. I have only been in post for a few months and I am still discovering the full complexities of administering the Parish Council’s Burial Ground, however it has recently been pointed out to me by the Internal Auditor that the Burial Ground fees and regulations have not been updated since 2008 and they are considerably out of date. Given that the ordinary Council meetings are full each month, and frequently extended to complete the business on the agenda, it is my opinion that there is not enough time allowance within an ordinary Council meeting to cover the needs of the Burial Ground under one item. It is my recommendation, as Proper Officer to the Parish Council, that the Burial Ground sub-committee agreed at the January meeting continues in order to review the existing regulations, the fees charged and any future review required to the Terms of Reference. The recommendations of this sub-committee should then be put to the full Council for a decision.)</p> <p>It was resolved to accept the Clerk’s recommendation for the Burial Ground Sub-Committee to continue – Proposed Cllr Bleeker, seconded Cllr Abram, all agreed.</p> <p>Cllr Hayter to put advert in the Parish magazine for interested parties to join the sub-committee.</p>	<p>Cllr Hayter</p>
13	<p>Correspondence</p> <p>b) Letter requesting permission for removal of an inscription in the Garden of Remembrance and to add a new inscription. – It was resolved to accept the request at no further cost – Proposed Cllr Haigh, Cllr Bleeker, all agreed.</p> <p>c) Letter requesting relocation of salt bin by The School Yard – Clerk advised an offer had been received for the bin to be placed by The Eagle. – agreed that bin can be relocated in agreement with the landlord of The Eagle and HCC – Proposed Cllr Abram, seconded Cllr Bleeker, all agreed.</p>	

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14	<p>Finance:</p> <p>a) Responsible Financial Officer to provide Internal Auditors report. – The report had been circulated and was discussed.</p> <p>Actions – timeline for Pensions staging date in April 2017 to be circulated to all Cllrs.</p> <p>Risk Assessments for Burial Ground/Play areas/Sportsfield – Templates to be circulated to all and add as item on next agenda for Cllrs to action.</p> <p>Clerk to circulate current Asset Register to all and investigate whether there is a standard depreciation list available.</p> <p>Proposed Cllr Abram, seconded Cllr Bleeker, all agreed</p> <p>b) Cllrs to approve the following payments to be made:</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Chq</th> <th style="text-align: left;">Payee</th> <th style="text-align: right;">Amount</th> </tr> </thead> <tbody> <tr> <td>1095</td> <td>Enham 3 x invoices</td> <td style="text-align: right;">£346.51</td> </tr> <tr> <td>1096</td> <td>D Murphy Grds/Path Maintenance</td> <td style="text-align: right;">£269.59</td> </tr> <tr> <td>1097</td> <td>Andover Garden Machinery – repair</td> <td style="text-align: right;">£66.51</td> </tr> <tr> <td>1098</td> <td>Clerk b/dated Salary May-July</td> <td style="text-align: right;">£243.04</td> </tr> <tr> <td>1099</td> <td>Adoption fee BT Telephone Box</td> <td style="text-align: right;">£1.00</td> </tr> <tr> <td>1100</td> <td>TVBC – uncontested Election fee</td> <td style="text-align: right;">£36.00</td> </tr> <tr> <td>1101</td> <td>Clerk b/dated salary Aug p/dated</td> <td style="text-align: right;">£84.80</td> </tr> <tr> <td>1102</td> <td>Stationery order</td> <td style="text-align: right;">£49.46</td> </tr> </tbody> </table> <p>Proposed Cllr Abram, seconded Cllr Bleeker, all agreed.</p> <p>c) Cllrs to approve removal of Cllr Flood as an authorised signatory from the bank mandate – Proposed Cllr Bleeker, seconded Cllr Haigh, all agreed.</p> <p>d) Cllrs to agree new authorised signatories to be added to the bank mandate – Proposed to add Cllrs Abram, Haigh and Doherty as signatories – Proposed Cllr Bleeker, seconded Cllr Hayter, all agreed.</p> <p>e) Cllrs to approve training for new councillors – The Knowledge and Core Skills - £90.00 per person. Next available course date is 12 & 26 September 2016. – Proposed Cllr Bleeker, seconded Hayter, all agreed. Clerk to provide access to HALC website for new councillors.</p> <p>f) Cllrs to approve training for Clerk – Budgeting - £75.00 and Focus on Audit - £35.00 – Proposed Cllr Teasdale, seconded Cllr Doherty, all agreed.</p>	Chq	Payee	Amount	1095	Enham 3 x invoices	£346.51	1096	D Murphy Grds/Path Maintenance	£269.59	1097	Andover Garden Machinery – repair	£66.51	1098	Clerk b/dated Salary May-July	£243.04	1099	Adoption fee BT Telephone Box	£1.00	1100	TVBC – uncontested Election fee	£36.00	1101	Clerk b/dated salary Aug p/dated	£84.80	1102	Stationery order	£49.46	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
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15	<p>The next meeting of the Parish Council will be held on 16th August 2016 (a short meeting to cover planning and finance only – no Public Participation) and 1st September 2016.</p>																												

Meeting closed at 20.46

Approved and signed by the Chairman at the meeting held on 16th August 2016