

ABBOTTS ANN PARISH COUNCIL
Minutes from the Meeting
held on Thursday 6th February 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, C Wallis.
Borough Cllr M Flood, County Cllr A Gibson

Members of the Public: 5

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. 2 residents wished to speak about Item 8.</p> <p>The Chairman thanked Cllrs Jones, Coffey and Howard for their work on the Grounds Maintenance contract, the Sports Field and Pavilion and the Burial Ground Regulations.</p> <p>The Chairman pointed out he would inform the parish magazine editor that the PC will not be carrying out business through the pages of the magazine and will encourage people to contact the PC in the normal way. Cllr Jordan to provide a magazine article centred around the budget.</p>	Cllr Jordan
2	<p>Apologies for Absence</p> <p>Apologies were received from Borough Cllr Coole.</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 15th January 2020 - Proposed Cllr Roberts, seconded Cllr Howard, voted 5 for, 1 against, 1 abstained - <u>Proposal carried.</u></p>	
5	<p>Actions/Updates to be reported</p> <p><u>Clerk's actions from the meeting on 15th January 2020</u></p> <p>Item 8 – Contacted Internal Auditor for advice regarding sports field accounts – response circulated to Cllrs.</p> <p>Item 8 – Obtained costs and ordered paper towels and disinfectant for pavilion (£28.00)</p> <p>Item 8 – Confirmed electrical inspection was carried out in December 2017, arranged safety inspection to be carried out.</p> <p>Item 9 – Meeting with Grounds Maintenance Contractor – Cllrs Jones and Howard met with contractor on 06.01.20.</p> <p>Item 10 – Budget document updated and circulated.</p> <p><u>Updates:</u></p> <ul style="list-style-type: none"> • Flooding in village hall car park reported to HCC (ref 21477131) due to apparent collapsing drain in the road. <p><u>Cllrs Updates on Outstanding Actions</u></p> <p><u>Policy</u> – Cllr Jordan updated - budget preparation - closed. Letter to support the village shop grant application – Agenda item. Vision Statement – Agenda Item. Portfolio format – ongoing. Cllr Coffey reported there could be copyright issues around using images on a Facebook page. Cllr Howard offered to inform PCC around using images of the church.</p> <p><u>Amenities</u> – Cllr Howard has updated the tracker regarding the churchyard fence and footpaths. Fence - a new quote has been received. Some clarification needed before seeking PC agreement and going to TVBC for advice on permissions needed. Cllrs agreed for PCC to continue. Footpaths - Architect's specification and drawings circulated, it is sufficient for PCC to ask for a faculty. PCC would prefer to replace with tarmac – Cllr Howard proposed for the PCC to ask for DAC approval to replace like for like, seconded Cllr Jones, all agreed.</p> <p><u>Environment</u> – Cllr Jones updated regarding the Grounds Maintenance contract and a discussion was held around the schedule of dates. (Agenda Item).</p> <p><u>Development & Infrastructure</u> – Cllr Roberts updated that the Dingwall item could be closed while awaiting result of appeal.</p> <p><u>Sports & Recreation</u> – Cllr Coffey updated that a S&R team meeting was held on 01.02.20 regarding the Pavilion & Sports Field, D Wiggs attended on behalf of the Friends, a report has been circulated (Agenda Item). Cllr Coffey would like to add Play Areas to be looked at next meeting.</p> <p><u>Wellbeing</u> – Cllr Jones – No update.</p>	<p>Cllr Howard</p> <p>Cllr Howard</p> <p>Ag Item</p>
6	<p>Borough and County Councillor Reports</p> <p><u>Cllr Flood reported:</u></p> <ul style="list-style-type: none"> • TVBC Council Tax will be rising to £146.41 per Band D. Information is on TVBC website. • Community Clean up – Sparkle Events information is available on TVBC website. 	

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	<ul style="list-style-type: none"> • Apprentice Scheme – vacancies are advertised on TVBC website. <p><u>Cllr Gibson reported:</u> HCC Council Tax is rising by 3.6%, 2% to Adult Social Care. Library consultation is going on – 37 are closing. Wheelabrator – Keep Testvalley Beautiful’s Love Run is taking place on Sunday 9th February. Highways are behind on drainage and potholes. Cllr Gibson confirmed he would not be standing in the 2021 election and the election process is about to start.</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) 20/00062/PDQN - Notification for approval under class Q - Change of use of agricultural building to single dwelling - Land Adjacent 25 Cattle Lane Abbots Ann – No Objection – Proposed Cllr Jordan, seconded Cllr Roberts, voted 6 for and 1 against - <u>Proposal carried</u>. b) 20/00230/FULLN & 20/000231/LBWN – Repair of Grade II listed house including, replacement of damaged or rotten timbers with fabric, doors windows ceilings & floors & new lime plaster finishes – Mill House 101 Mill Lane Abbots Ann – No Objection – Proposed Cllr Jordan, seconded Cllr Howard, all agreed. 	
8	<p>Drainage</p> <p>Cllrs to discuss persistent problems with HCC and Southern Water drainage and agree any action required.</p> <p>Residents spoke about sewerage backing up into house, Southern Water have visited them and other houses affected. Residents would like PC support.</p> <p>Cllrs discussed the problems across several locations in the village – HCC road drains are blocked and lack capacity. Southern Water sewerage and waste water drains backing up due to blockages and lack of capacity.</p> <p>Cllrs discussed options including a multi-agency meeting with Environment Agency/Hampshire Wildlife Trust/TVBC/HCC/Southern Water, other parishes and the possibility of involving the MP. Cllrs agreed for Cllr Jordan to draft an Action plan.</p> <p>Clerk to ask neighbouring parishes if they have similar problems, what they may have already done and if they have lead Cllr for contact.</p> <p>The Chairman thanked the residents for bringing the problem to the attention of the PC.</p>	<p style="text-align: right;">Cllr Jordan</p> <p style="text-align: right;">Clerk</p>
9	<p>Village Shop</p> <p>Cllrs to approve a letter of support for village shop grant application – Proposed Cllr Jordan seconded Cllr Howard, all agreed.</p>	<p style="text-align: right;">Clerk/Cllr Jordan</p>
10	<p>Burial Ground Regulations</p> <p>Cllrs to review and approve Burial Ground Regulations and Appendix.</p> <p>Cllrs approved the Burial Ground Regulations and Appendix – Proposed Cllr Jordan, seconded Cllr Roberts, voted 5 for and 2 abstained – <u>Proposal Carried</u>. The Chairman thanked Cllr Howard and the Clerk for their work on the review of the Regulations. Clerk to update Appendices before publishing Regulations.</p>	<p style="text-align: right;">Clerk</p>
11	<p>Vision Statement and Social Media Policy</p> <ul style="list-style-type: none"> a) Cllrs to review and approve the AAPC Vision Statement – Cllrs agreed to defer approval of the statement for the time being. b) Cllrs to review and adopt a Social Media Policy – Policy adopted but Cllrs agreed not to implement a Facebook page yet – Proposed Cllr Jordan, seconded Cllr Perkin, all agreed. 	
12	<p>Sportsfield and Pavilion</p> <ul style="list-style-type: none"> a) Cllrs to review the Sports & Recreation Team working group report and agree actions required – After discussion about the report the following proposals were voted upon: <ol style="list-style-type: none"> 1. To change locks and keys to be held by Cllr Coffey – Proposed Cllr Coffey – <u>proposal not carried</u>. Cllr Coffey proposed changing locks to a passcode lock, seconded Cllr Roberts, voted 5 for, 2 against – <u>Proposal carried</u>. 2. To set up working group with constitution and representatives from PC and Friends – Proposed Cllr Coffey, seconded Cllr Roberts, voted 4 for, 2 against – 	<p style="text-align: right;">Cllr Coffey</p> <p style="text-align: right;">Cllr Coffey</p>

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	<p><u>Proposal carried.</u></p> <p>3. To ask Kelly Jenkins to act as unofficial caretaker for the foreseeable future – Proposed Cllr Coffey, seconded Cllr Roberts, all agreed.</p> <p>4. To ask Henry Johnson to submit up to date accounts for end of March – Proposed Cllr Coffey, seconded Cllr Howard, all agreed.</p> <p>5. Utility bills to be paid by DD – Proposed Cllr Coffey, seconded Cllr Roberts, all agreed.</p> <p>The Chairman asked that the audio recording of the meeting be retained for a period of one year.</p> <p>Cllr Howard proposed extending the meeting by 30mins – Proposed Cllr Howard, seconded Cllr Jordan, voted 6 for, 1 against – <u>Proposal carried.</u></p> <p>b) Cllrs to review access arrangements for the Pavilion and Sports Field – This item was covered under 12a.</p> <p>c) Cllrs to review electrician’s report and comments and agree actions required – Item deferred.</p>	<p>Cllr Coffey</p> <p>Cllr Coffey</p> <p>Clerk</p> <p>Deferred Ag Item</p>																				
13	<p>Grounds Maintenance Contract</p> <p>Cllrs to consider any further action required for the Grounds Maintenance Contract. Cllr Jones proposed minor amendments to the specification, the inclusion of a coloured map, pricing schedule and invitation letter. Clerk to issue invitation to quote to prospective contractors - Proposed Cllr Jones, seconded Cllr Roberts, all agreed. The Chairman thanked Cllr Jones for her work.</p>	Clerk																				
14	<p>Finance</p> <p>a) Cllrs to approve the Financial Statement for 1st to 31st January 2020 – Proposed Cllr Jordan, seconded Cllr Howard, all agreed.</p> <p>b) Cllrs to approve the following payments to be made – Proposed Cllr Jordan, seconded Cllr Jones, voted 6 for 1 abstained – <u>Proposal carried.</u></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 (Jan)</td> <td style="text-align: right;">£41.86</td> <td>Clerk salary (Feb)</td> <td style="text-align: right;">£837.38</td> </tr> <tr> <td>Countrywide Grds (Jan)</td> <td style="text-align: right;">£957.35</td> <td>AA Village shop – Pavilion</td> <td style="text-align: right;">£28.00</td> </tr> <tr> <td>RGA_Landscaping</td> <td style="text-align: right;">£263.00</td> <td>G Light – Electrical inspection</td> <td style="text-align: right;">£190.00</td> </tr> <tr> <td>Vitaplay Ltd – Inspections</td> <td style="text-align: right;">£235.20</td> <td></td> <td></td> </tr> </tbody> </table> <p><u>Bank Balance as at 31st January 2020 - £38,738.56</u></p>	<u>Payee</u>	<u>Amount</u>	<u>Payee</u>	<u>Amount</u>	Clerk office/expenses (Jan)	£41.86	Clerk salary (Feb)	£837.38	Countrywide Grds (Jan)	£957.35	AA Village shop – Pavilion	£28.00	RGA_Landscaping	£263.00	G Light – Electrical inspection	£190.00	Vitaplay Ltd – Inspections	£235.20			
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15	<p>Meetings</p> <p>a) Cllrs to agree arrangements for the Parish Assembly – Cllrs agreed to hold the Parish Assembly on 15th May 2020 – Cllr Jordan to circulate draft proposals for Cllrs comments and ideas for review at next meeting.</p> <p>b) Date of next meeting - Thursday 5th March 2020 - 7pm – War Memorial Hall, Abbots Ann. Cllrs Roberts and Coffey gave their apologies for the March meeting.</p>	Cllr Jordan/ Cllrs Ag item																				
16	<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 Burial Ground matters of a sensitive nature. Proposed Cllr Jordan, seconded Cllr Roberts, voted 6 for and 1 abstained.</p> <p>A request was received to inter ashes in a burial plot – After discussion Cllrs approved the request due to the exceptional circumstances - Proposed Cllr Jordan, seconded Cllr Howard, voted 6 for, 1 abstained – <u>Proposal carried.</u></p>																					

Meeting closed at 21.28

These minutes were approved and signed by the Chairman at the meeting held on 5th March 2020