

**ABBOTTS ANN PARISH COUNCIL**  
**Minutes from the Meeting**  
**held on Thursday 5<sup>th</sup> September 2019 at 19:00**  
**at War Memorial Hall, Abbots Ann**



Present: Parish Cllrs: G Howard (Vice Chairman), A Jones, C Coffey,  
C Wallis.

Members of the Public: 2

Minutes: Mrs C L Cotterell (Parish Clerk)

Meeting started at 19.00

| AGENDA ITEM |  | ACTION                                      |
|-------------|--|---|
| 1           | <p><b>Apologies for Absence</b><br/> Apologies were received from Parish Cllrs Jordan, Roberts &amp; Perkin, Borough Cllrs Flood &amp; Coole and County Cllr Gibson.<br/> Cllr Jordan sent an email with his views on two items, Items 10 and 13, and these were read out by the Clerk.</p>  | NOTED                                       |
| 2           | <p><b>Declarations of Interest</b> – Cllr Howard declared a non-pecuniary interest in Items 12 &amp; 13 (PCC member).</p>  | NOTED                                       |
| 3           | <p><b>Cllrs to agree the minutes to be an accurate record of the meeting held on 21<sup>st</sup> August 2019</b> – The minutes were approved with one minor spelling amendment - Proposed Cllr Coffey, seconded Cllr Jones, all agreed.</p>  |   |
| 4           | <p><b>Actions/Updates to be reported</b><br/> Clerk's actions from meeting held on <u>21.08.2019</u><br/> Item 4 – Current Burial Ground Regulations have been posted on the Churchyard noticeboard.<br/> Item 8b – Clerk has contacted Vitaplay for specific clarification on the inspection reports and followed this up by email requesting the response in writing. Response received and circulated to Cllrs.<br/> <u>Updates:</u></p> <ul style="list-style-type: none"> <li>• A request was received from a stonemason to approve a headstone to be installed in the Burial Ground. This headstone may exceed the permitted size in the regulations, therefore the Clerk has requested a clear diagram identifying the sizes of the proposed headstone in order for the request to be added to an agenda for consideration, as yet this document has not been received.</li> <li>• An enquiry has been received from a resident regarding reservation of a burial plot, Clerk has replied that the PC has resolved to suspend applications until a review of spaces has taken place.</li> </ul> <p><u>Updates from Councillors:</u><br/> Cllr Howard suggested that all ongoing actions should be listed on each monthly agenda for update until completed – Action - Cllr Howard to discuss with Chairman.<br/> Cllr Coffey confirmed that the Communications strategy, with amendments, will be circulated by next meeting.</p> | <p>Cllr<br/>Howard<br/><br/>Cllr Coffey</p> |
| 5           | <p><b>Public Participation</b> – <i>This item will be limited to 15 minutes, unless directed otherwise by the Chairman.</i> – One resident present to speak about Item 14 – Chairman agreed comments to be taken when the item discussed.</p>  |   |
| 6           | <p><b>Borough and County Councillor Reports</b><br/> No Borough Cllr reports received. County Cllr Gibson sent a written report which had been circulated to Cllrs.</p>  |   |
| 7           | <p><b>Planning and Tree Work applications – Cllrs to propose responses to be submitted to TVBC relating to the following applications:</b></p> <ol style="list-style-type: none"> <li>a) 19/02009/TREEN – 1 x Beech – Removal of all deadwood over 25mm; 10% crown reduction/thinning, as indicated on photo supplied; reduce over extended, lateral branches by approx. 3m – Beech House, Duck Street, Abbots Ann – <b>No Objection</b> – Proposed Cllr Howard, seconded Cllr Jones, all agreed.</li> <li>b) 19/02106/TREEN – T1 – Walnut – Removal of the low limbs, T2 – Bay – Removal of the top of tree below phone line – The Cottage, Webbs Lane, Abbots Ann – <b>No Objection</b> – Proposed Cllr Howard, seconded Cllr Wallis, all agreed.</li> </ol>   |   |
| 8           | <p><b>Cllr Portfolios</b><br/> Cllrs agreed the portfolio members for the following areas, with amendment if required.<br/> <b>Policy</b> – Cllr Jordan (lead), Cllrs Roberts and Coffey.<br/> <b>Sports &amp; Recreation</b> – Cllr Coffey (lead), Cllrs Perkin, Wallis &amp; Jordan.<br/> <b>Development &amp; Infrastructure</b> – Cllr Roberts (lead), Cllrs Jordan &amp; Wallis.<br/> <b>Environment</b> – Cllr Jones (lead), Cllrs Wallis, Howard &amp; Roberts.<br/> <b>Amenities</b> – Cllr Howard (lead), Cllr Coffey.</p>  |   |

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|           | <p><b>Wellbeing</b> – Cllr Jones (lead), Cllrs Roberts &amp; Jordan.</p> <p>Portfolio members to prepare a list of responsibilities confirming what they cover in time for next meeting.</p>   | <b>All Cllrs</b>   |
| <b>9</b>  | <p><b>Play Area Inspections</b></p> <p>RoSPA Playsafety Annual Inspection Reports - Cllrs to agree any actions required, deferred from last meeting – After discussion Cllrs agreed the Sports &amp; Recreation (S&amp;R) portfolio members to recommend actions required for the October meeting.</p> <p>Cllrs also discussed the Vitaplay response and agreed to have a repairs book with a record of ongoing issues – Cllrs agreed the S&amp;R portfolio members to work out a format for the repairs book and report any minor repairs to Clerk.</p>   | <p><b>S&amp;R</b><br/><b>Ag Item</b></p> <p><b>S&amp;R</b></p>           |
| <b>10</b> | <p><b>Standing Orders</b></p> <p>Cllrs to review and approve Standing Orders.</p> <p>Cllrs reviewed the revision note provided and accepted the revision changes – Proposed Cllr Howard, seconded Cllr Wallis, all agreed. Action – Clerk will provide a marked up copy and circulate for adoption at next meeting. Clerk will discuss some of the language i.e. he/she and his/her with the Chairman and poll other parishes for opinion.</p>   | <b>Clerk/</b><br><b>Ag Item</b>  |
| <b>11</b> | <p><b>Insurance Policy Renewal</b></p> <p>Cllrs to review the insurance quotations and approve the renewal cost.</p> <p>Cllrs reviewed the quotations and approved the Long Term Agreement (3 years) option with Inspire via Axa with an annual premium of £1,555.22 (subject to index linking, changes to cover, claims or changes to Insurance Premium Tax) – Proposed Cllr Howard, seconded Cllr Wallis, voted 3 for, 1 against. <u>Proposal carried.</u></p>   |  |
| <b>12</b> | <p><b>Churchyard Fence</b></p> <p>Cllrs to consider quotations for replacement of the Churchyard Fence.</p> <p>Cllrs reviewed the quotations for replacing the churchyard fence and agreed to accept the quotation for £7,155.00 + VAT from Penchard UK. Clerk will confirm with contractor that the estimated quantities are as quoted. Cllr Howard will liaise with the Chairman of the PCC Fabric Committee and advise the PC will welcome PCC assistance - Proposed Cllr Howard, seconded Cllr Wallis, all agreed.</p>   | <p><b>Clerk</b></p> <p><b>Cllr</b><br/><b>Howard</b></p>                 |
| <b>14</b> | <p><b>Item 14 (brought forward)</b></p> <p><b>HCC – Section 53 Wildlife and Countryside Act 1981 – CR1151 Abbots Ann – Application to record a public Bridleway from Duck Street to Manor Close</b></p> <p>Cllrs to consider submitting a comment to HCC.</p> <p>Dr John Moon gave an overview of the application and explained the supporting evidence which has been supplied to HCC.</p> <p>Cllrs agreed to support the application and resolved the following comment be submitted to HCC – “The Parish Council strongly support the case made by Dr John Moon and consider that the evidence supplied clearly shows that public rights exist over the well-used Old Coach Road and recommend that you find in favour of this application”. Proposed Cllr Howard, seconded Cllr Coffey, all agreed. Action – Clerk to submit PC comment.</p> | <b>Clerk</b>   |
| <b>13</b> | <p><b>Churchyard Footpaths</b></p> <p>Cllrs to agree how the Churchyard Footpaths project is to proceed.</p> <p>After discussion Cllrs agreed that a specification for the works is required in order for the PCC Fabric Committee to obtain permission from the DAC. Clerk advised she is not technically qualified to provide a specification. Cllrs agreed for Cllr Howard to consult with the PCC Fabric Committee to find a technical person to provide a quotation for producing a specification – Proposed Cllr Howard, seconded Cllr Jones, all agreed.</p> <p>Cllrs further discussed the poor state of Church path (Right of Way). It was noted that a glass pane has fallen out of a streetlight at the end of Church path, Cllrs agreed to report both to HCC. Action - Cllr Jones.</p>  | <p><b>Cllr</b><br/><b>Howard</b></p> <p><b>Cllr</b><br/><b>Jones</b></p> |
| <b>15</b> | <p><b>Annual Governance and Accountability Return (AGAR)</b></p> <p>a) Cllrs to receive and approve the Annual Governance and Accountability Return, Section 3 – External Auditor Report and Certificate 2018/19 – Cllrs accepted the external auditors’ report and certificate stating that the information provided in Sections 1 and 2 are in accordance with Proper Practices and there are no other matters arising from the report. The auditor’s report and Notice of Conclusion of Audit have been published - Proposed Cllr Howard, seconded Cllr Jones, all agreed.</p>  |  |

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|                             | <p>b) Cllrs to agree a fee for providing a hard copy of the AGAR, if requested. Cllrs agreed a fee of £10.00 per hard copy of the AGAR – Proposed Cllr Howard, seconded Cllr Wallis, all agreed.</p>  |                                |               |              |               |                             |         |                     |         |                        |         |                                |        |                            |         |                     |           |                       |        |                  |        |  |
|-----------------------------|---|--------------------------------|---------------|--------------|---------------|-----------------------------|---------|---------------------|---------|------------------------|---------|--------------------------------|--------|----------------------------|---------|---------------------|-----------|-----------------------|--------|------------------|--------|--|
| <b>16</b>                   | <p><b>Finance</b></p> <p>a) Cllrs to approve the Financial Statement for 1<sup>st</sup> to 31<sup>st</sup> August 2019 – Proposed Cllr Howard, seconded Cllr Coffey, all agreed.</p> <p>b) Cllrs to approve funding of AED replacement batteries or pads when required until March 2023 – Cllrs approved to fund replacement batteries and pads when required – Proposed Cllr Coffey, seconded Cllr Jones, all agreed.</p> <p>c) Cllrs to consider reimbursement of Cllr travel expenses for attendance at training courses - Cllrs agreed to reimburse out of pocket expenses for Cllrs travel to training courses up to £20.00 – Proposed Cllr Coffey, seconded Cllr Wallis, all agreed.</p> <p>d) Cllrs to approve the following payments to be made – Proposed Cllr Howard, 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 (Aug)</td> <td style="text-align: right;">£ 35.25</td> <td>Clerk salary (Sept)</td> <td style="text-align: right;">£837.38</td> </tr> <tr> <td>Countrywide Grds (Aug)</td> <td style="text-align: right;">£957.35</td> <td>Reimburse Cllr Coffey (Travel)</td> <td style="text-align: right;">£18.50</td> </tr> <tr> <td>PFK Littlejohn LLP (Audit)</td> <td style="text-align: right;">£240.00</td> <td>Came &amp; Co Insurance</td> <td style="text-align: right;">£1,555.22</td> </tr> <tr> <td>Pension Contributions</td> <td style="text-align: right;">£72.80</td> <td>A Ash WFM mowing</td> <td style="text-align: right;">£45.00</td> </tr> </tbody> </table> <p><u>Bank Balance as at 31<sup>st</sup> August 2019 - £37,916.00</u></p> | <u>Payee</u>                   | <u>Amount</u> | <u>Payee</u> | <u>Amount</u> | Clerk office/expenses (Aug) | £ 35.25 | Clerk salary (Sept) | £837.38 | Countrywide Grds (Aug) | £957.35 | Reimburse Cllr Coffey (Travel) | £18.50 | PFK Littlejohn LLP (Audit) | £240.00 | Came & Co Insurance | £1,555.22 | Pension Contributions | £72.80 | A Ash WFM mowing | £45.00 |  |
| <u>Payee</u>                | <u>Amount</u>   | <u>Payee</u>                   | <u>Amount</u> |              |               |                             |         |                     |         |                        |         |                                |        |                            |         |                     |           |                       |        |                  |        |  |
| Clerk office/expenses (Aug) | £ 35.25   | Clerk salary (Sept)            | £837.38       |              |               |                             |         |                     |         |                        |         |                                |        |                            |         |                     |           |                       |        |                  |        |  |
| Countrywide Grds (Aug)      | £957.35   | Reimburse Cllr Coffey (Travel) | £18.50        |              |               |                             |         |                     |         |                        |         |                                |        |                            |         |                     |           |                       |        |                  |        |  |
| PFK Littlejohn LLP (Audit)  | £240.00   | Came & Co Insurance            | £1,555.22     |              |               |                             |         |                     |         |                        |         |                                |        |                            |         |                     |           |                       |        |                  |        |  |
| Pension Contributions       | £72.80  | A Ash WFM mowing               | £45.00        |              |               |                             |         |                     |         |                        |         |                                |        |                            |         |                     |           |                       |        |                  |        |  |
| <b>17</b>                   | <b>Next Meeting</b> - Thursday 3 <sup>rd</sup> October 2019 - 7pm – War Memorial Hall, Abbots Ann   |                                |               |              |               |                             |         |                     |         |                        |         |                                |        |                            |         |                     |           |                       |        |                  |        |  |

**Meeting closed at 20.57**

**These minutes were approved and signed by the Chairman at the meeting held on 3<sup>rd</sup> October 2019**