

ABBOTTS ANN PARISH COUNCIL
Minutes from the Meeting
held on Thursday 7th September 2017 at 19:00
at the Community Centre, Burghclere Down, Andover



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

Members of the Public: 2

Minutes: Mrs Clare Cotterell – Clerk

Meeting started 19.00

AGENDA ITEM		ACTION
1	Apologies for Absence Apologies were received from Cllr Wells and Borough Cllr Stallard.	NOTED
2	Declarations of Interest None	NOTED
3	Cllrs to agree the minutes to be an accurate record of the meeting held on 27th July 2017 – Proposed Cllr Abrams, seconded Cllr Teasdale, all agreed.	
4	<p>Actions/Updates to be reported <u>Clerk's actions from 06.07.17:</u> Item 13 – Fencing quotes for replacement at WMH/No dog signs – requested quotes from 3 contractors, awaiting response. A NO Dogs sign will need to be purchased, price to be confirmed.</p> <p><u>Updates:</u></p> <ul style="list-style-type: none"> • 3 x WMH sheds have been added to insurance policy at a replacement value of £4500 • Lloyds Bank – A further £50 compensation has been received from the bank as failed to send detailed confirmation letter, now received. • Cheque for £30.00 received from CWGC via PCC for maintenance of 3 no war graves in Churchyard – A communication was sent to CWGC for information regarding this payment. A specification and maintenance agreement has been received and will be review by the BG Committee at their next meeting. • Lengthsman scheme – it appears that Abbots Ann is not part of the Penton cluster for the County lengthsman scheme. There may be an opportunity to join another cluster but haven't received any further information. • A request for an additional black bin has been received for the Pavilion at Bulbery – an enquiry has been sent to TVBC to confirm the process and cost. TVBC have responded that they only provide one black and one brown bin, additional waste collection would have to be arranged with another contractor. • A report of fallen branches on Old Coach Road (track) – this is not an actual RoW/footpath according to maps and is a landowner responsibility (landowner unknown at this time). This has been reported to HCC (reference PROW625074). HCC have now confirmed it is not a recorded public right of way. • Audited annual return has now been received with no actions reported. This will be added to the agenda for October for presentation and approval. It will be published in accordance with regulations. • Cllr Haigh reported she has 3 volunteers for refurbishing the noticeboards, Clerk confirmed has been unable to access the board by the shop for some months, Cllr Hayter commented that the locks will need to be renewed – Cllr Haigh to obtain quotations for renewing perspex, new locks and moving board at WMH nearer to pavement to make easier to read and access. Cllr Teasdale to investigate sizing/position of board for Burghclere Down. Cllr Gibson advised could apply for a grant from HCC. • Telephone box update – Cllr Haigh reported that shelving etc has been installed and now working on the information to be included in the box. 	<p style="text-align: center;">BG Cttee</p> <p style="text-align: center;">Cllrs Haigh/ Teasdale</p>
5	<p>Public Participation – <i>This item will be limited to 15 minutes, unless directed otherwise by the Chairman.</i></p> <p>Cllr Flood reported residents' concerns regarding overgrown hedging at Bulbery bus stop and at the school. It was also commented that the pavement opposite the Poplar Farm Inn along Little Ann Road was overgrown and impassable causing pedestrians to walk in the road. Cllr Gibson advised that HCC has a programme of works which he will check and report back.</p>	Cllr Gibson

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6	<p>Borough and County Councillors Reports</p> <p>Cllr Flood reported:</p> <ul style="list-style-type: none"> • Temporary swimming pool is on track to open on 29th September. • TVBC have won the Wessex Region for Small Business Awards. <p>Cllr Gibson reported:</p> <ul style="list-style-type: none"> • 3000 responses to HCC Balancing the Budget consultation – responses are being reviewed. • HCC has contributed to a new till system for Abbots Ann Shop Association. • Cllr Gibson has agreed to put in new bus shelter at St Johns Cross. • Salisbury Lane at Over Wallop is to be closed and traffic will be diverted via Kentsboro. 	
12	<p>Item 12 brought forward</p> <p>Review of Handbells Ownership</p> <p>Cllrs previously approved a grant of £650.00 for the purchase of hand bells on condition that ownership stayed with the Parish Council so that the bells would remain available for the community. The Parish Council insurance company are not prepared to cover the bells unless stored on council property, making them virtually unusable. The Parish Council voted to keep the new community bells with the existing PCC owned ones and accept that they would not be insured if lost or stolen. This decision will be reviewed annually and the bells will be added to the asset register. Proposed Cllr Abram, seconded Cllr Doherty, voted 5 for, 1 against – proposal carried.</p>	
7	<p>Planning and Tree Work applications – Cllrs to propose responses to be submitted to TVBC relating to the following applications: Proposed Cllr Abram, seconded Cllr Teasdale.</p> <ul style="list-style-type: none"> a) 17/02101/TREEN – T1 – Yew Tree – Fell. Lanes End, 64 Duck Street, Abbots Ann – No Objection – All agreed. b) 17/02166/TREEN – T1 – Willow – Pollard to 8m. The White Bungalow, Duck Street, Abbots Ann. – No Objection – All agreed. c) 17/02176/FULLN – Erection of detached double garage – Staddles, Old Salisbury Road, Abbots Ann – No Objection – All agreed. 	
8	<p>Andover Business Park</p> <p>Cllrs to discuss next steps regarding ANPR system and the FOI joint statement received from HCC/TVBC.</p> <p>An extended discussion was held and concerns raised that there was differing information in the joint statement from that published by Goodmans for appeal. Both Cllr Gibson and Flood agreed to raise this for action to be taken to clarify the situation. Agreed that Abbots Ann should be represented in a Steering group set up between the parishes, to obtain the data from the ANPR system and respond to the Goodmans appeal, ideally with one representative from each parish. Agreed that Cllr Hayter to be the representative for AAPC with Cllr Abram to deputise when needed.</p>	Cllr Hayter
9	<p>Highways – Junction improvements to St John’s Cross</p> <p>Cllrs to discuss the planned works to St John’s Cross</p> <p>Cllrs discussed the works and agreed it was a start to improve the junction. It was reported that there was fast traffic between Farleigh School and St Johns Cross and that traffic calming in that area could be beneficial. Cllr Gibson agreed to ask for a form of traffic calming. Cllr Hayter to write to Farleigh School to request their support for traffic calming.</p>	Cllrs Gibson/ Hayter
10	<p>Correspondence</p> <ul style="list-style-type: none"> a) Double yellow lines at Bulbery – Lines have recently been painted at Bulbery. The consultation for this was sent out in 2016 but not received by AAPC so were unaware of it. Clerk has confirmed TVBC Highways now have the correct email address for the PC. The correspondence was noted and it was also commented about the poor quality of the line painting. 	
11	<p>Section 106 Funds</p> <p>Cllrs to consider a wish list for the Section 106 payments received.</p> <p>It was agreed to focus on improvements to the play area at Burghclere Down and improvements to The Green as projects to apply for S106 funding. Cllrs Teasdale and Wells to provide information for the projects.</p>	Cllrs Wells/ Teasdale

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13	Houghton Parish Council Cllrs to consider arrangements for sharing of AAPC laptop and telephone costs with Houghton PC. AAPC Clerk has also been appointed to the role of Clerk to Houghton PC. Approved to share office equipment and telephone costs with Houghton Parish Council, division of costs to be arranged by Clerk. Proposed Cllr Doherty, seconded Cllr Bleeker, agreed.																									
14	Internal Auditor for 2017/18 Cllrs to approve appointment of an Internal Auditor for 2017/18. Cllrs reviewed 3 quotations for an internal auditor – agreed to appoint Eleanor Greene for 2017/18 – Proposed Cllr Bleeker, seconded Cllr Doherty, all agreed.																									
15	Finance: a) Cllrs to approve the Financial Statement for 1 st to 31 st August 2017 – Proposed Cllr Doherty, seconded Cllr Abram, all agreed. b) Cllrs to approve the following payments to be made – Proposed Cllr Bleeker, seconded Cllr Abram, all agreed. <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Payee</th> <th style="text-align: right;">Amount</th> <th style="text-align: left;">Payee</th> <th style="text-align: right;">Amount</th> </tr> </thead> <tbody> <tr> <td>AA Fete Committee</td> <td style="text-align: right;">£144.00</td> <td>BDO External audit</td> <td style="text-align: right;">£240.00</td> </tr> <tr> <td>AA Community Land Trust</td> <td style="text-align: right;">£1500.00</td> <td>Came & Co Insurance</td> <td style="text-align: right;">£1464.90</td> </tr> <tr> <td>DM Payroll Services 1st half</td> <td style="text-align: right;">£40.50</td> <td>Countrywide Ltd Aug</td> <td style="text-align: right;">£934.00</td> </tr> <tr> <td>Clerks/office expenses – Aug</td> <td style="text-align: right;">£29.04</td> <td>Clerks Salary – Sept</td> <td style="text-align: right;">£-</td> </tr> <tr> <td>Chq No 12 – Hand Bell ringers</td> <td style="text-align: right;">£650.00</td> <td></td> <td></td> </tr> </tbody> </table> c) Cllrs to consider quotations and approve insurance renewal and payment for 2017/18 – Cllrs agreed to accept the quotation from Inspire of £1,464.90 and review annually – Proposed Cllr Bleeker, seconded Cllr Haigh, all agreed. d) Cllrs to approve Clerk’s attendance at SLCC Regional Training Seminar – 1 st November – cost £59.80 – Proposed Cllr Bleeker, seconded Cllr Teasdale, all agreed. e) Cllrs to review and approve quotation for fencing/clearing vegetation on The Green. Agreed to ask Cllr Wells to review quotations and materials to be used and come back with a recommendation to the next meeting.	Payee	Amount	Payee	Amount	AA Fete Committee	£144.00	BDO External audit	£240.00	AA Community Land Trust	£1500.00	Came & Co Insurance	£1464.90	DM Payroll Services 1 st half	£40.50	Countrywide Ltd Aug	£934.00	Clerks/office expenses – Aug	£29.04	Clerks Salary – Sept	£-	Chq No 12 – Hand Bell ringers	£650.00			Cllr Wells
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16	Burial Ground applications Cllrs to consider applications for Burial Ground plots. Application received from a non-resident to reserve a burial plot. Cllrs considered the application and due to the limited space remaining in the burial ground, that the applicant has not been resident in the parish for many years and application does not fit the criteria in the Regulations, resolved not to approve the application. Asked Clerk to respond to applicant and advise of the possibility of using possible second space in an existing family plot. Proposed Cllr Bleeker, seconded Cllr Abram, all agreed. Agreed to extend the meeting by 15 minutes – Proposed Cllr Bleeker, seconded Cllr Abram, all agreed.	Clerk																								
17	Risk Assessments Cllrs to approve: a) Mowing risk assessment (Sportsfield and The Green) – Approved with agreed amendment, changing employee/public to contractor/volunteer/public – Proposed Cllr Bleeker, seconded Cllr Haigh, all agreed. b) Dog fouling risk assessment – Approved – Proposed Cllr Bleeker, seconded Cllr Haigh, all agreed.																									
18	Next Meeting – 5th October 2017 at 7pm – War Memorial Hall, Abbots Ann.																									

Meeting closed at 21.07

The Minutes were approved and signed by the Chairman at the Council Meeting held on 5th October 2017