

ABBOTTS ANN PARISH COUNCIL
Minutes from the Meeting
held on Thursday 3rd October 2019 at 19:00
at War Memorial Hall, Abbots Ann



Present: Parish Cllrs: A Jordan (Chairman), G Howard (Vice Chairman),
A Jones, C Coffey, P Roberts, D Perkin, C Wallis.
Borough Cllr D Coole.

Members of the Public: 2

Minutes: Mrs C L Cotterell (Parish Clerk)

Meeting started at 19.00

AGENDA ITEM		ACTION
1	Apologies for Absence Apologies were received from Borough Cllr Flood and County Cllr Gibson.	NOTED
2	Declarations of Interest – Cllr Howard declared a non-pecuniary interest in Item 7a.	NOTED
3	Cllrs to agree the minutes to be an accurate record of the meeting held on 5th September 2019 – Proposed Cllr Wallis, seconded Cllr Howard, all agreed.	
4	<p>Actions/Updates to be reported</p> <p><u>Clerk's actions from meeting held on 05.09.2019</u></p> <p>Item 10 – Standing Orders – a marked up draft copy has been circulated – Agenda Item.</p> <p>Item 12 - Churchyard Fencing – Clerk has asked Penchard UK for confirmation that the estimated quantities are as quoted and has asked for confirmation of a start date. A meeting has taken place between the contractor, Clerk, Cllrs Jordan & Howard and Graham Platford from the PCC. The contractor carried out further measurements to confirm the quantities needed and will provide a technical report for the replacement process and confirmation of the costs.</p> <p>Item 14 – Application for RoW - The PC statement to HCC supporting the application has been submitted and an acknowledgement received.</p> <p><u>Updates:</u></p> <ul style="list-style-type: none"> • Clerk has attended a webinar on Preparing to meet Website Accessibility Guidelines – there is work required including testing of the PC website and improving accessibility and in the preparation of an accessibility statement, all of which will need to be in place by the September 2020 deadline. • Nursery school reported the gate to the play area was detached from one hinge and the "bridge" play equipment had a detached bolt at one end. Both have been repaired and there will be a small amount to pay for the reattachment of the bridge (approximately £5). The gate was repaired free of charge. • The gate to the footpath (No5) from Duck Street to The Green was in need of a replacement post. This has now been replaced at the cost of £65.00. • The broken hinge on the gate to the Burial Ground will be welded free of charge by the contractor replacing the churchyard fence. • Some traffic cones have been left in the play area behind the village hall, as yet the Clerk has been unable to find the owner. • Several emails have been sent to the webmaster of the village website to request removal of previous parish councillor details and to provide a divert page to the Parish Council website. To date no reply has been received and the website has not been amended. <p><u>Portfolio Updates:</u> - Cllrs agreed to discuss the updates under Item 8</p> <p>Policy Infrastructure & Development Sports & Recreation Environment Amenities Wellbeing</p> <p><u>Outstanding Actions Tracker and Repair Book</u></p> <p>Cllrs to consider using an action tracker/repair book within a shared document folder. After discussion Cllrs agreed for the Clerk to set up two Excel documents, an Action Tracker and a Repairs Book, to be shared via Dropbox which Cllrs will be able to access and update the documents as necessary. Cllrs may have a short training session if required. Cllrs Jordan and Howard will provide Clerk with items for the Action Tracker – Proposed Cllr Jordan, seconded Cllr Howard, voted 6 for 1 against – <u>Proposal Carried.</u></p>	Clerk/Cllrs Jordan & Howard

ABBOTTS ANN PARISH COUNCIL
Minutes from the Meeting
held on Thursday 3rd October 2019 at 19:00
at War Memorial Hall, Abbots Ann



5	<p>Public Participation - This item will be limited to 15 minutes, unless directed otherwise by the Chairman. None.</p>	
6	<p>Borough and County Councillor Reports</p> <p>Cllr Coole reported:</p> <ul style="list-style-type: none"> • TVBC Community grant monies are available – local community groups are encouraged to contact Cllrs Coole or Flood to apply. • TVBC Business incentive grant – Local residents setting up a business may be eligible for a business incentive grant. <p>Cllr Coole was asked if there was an update regarding the nitrates issues relating to planning applications – Cllr Coole confirmed he had no updates on the issue to report. He will enquire and report back.</p> <p>Cllr Flood sent the following comment by email - TVBC's programmed annual leaf clearance will start on Monday, 28 October and will take six weeks to complete. The Council targets areas that regularly accumulate a lot of leaves, will respond to ad-hoc requests to clear debris and also clear any large accumulations reported in the meantime.</p> <p>Cllr Gibson sent the following comment by email – Cllr Gibson had no specific points to raise but has chased Highways to complete Cattle Lane.</p>	
7	<p>Planning and Tree Work applications – Cllrs to propose responses to be submitted to TVBC relating to the following applications:</p> <ol style="list-style-type: none"> a) 19/02165/TREEN - T1 Beech - Reduce and reshape by upto 2m, crown raise to 5.5m above ground level. T2 and T3 Prunus – fell – 6 St Marys Meadow, Abbots Ann – No Objection – Proposed Cllr Jordan, seconded Cllr Howard, voted 6 for and 1 against – <u>Proposal Carried</u>. b) 19/02200/TREEN – T1 Apple – fell – Mayfield, Duck Street, Abbots Ann – No Objection – Proposed Cllr Jordan, seconded Cllr Howard, all agreed. c) 19/02138/LBWN - Creation of opening in dining room wall into kitchen area and alteration of partitions to form new bathroom arrangement – 3 Old Bakery, Dunkirt Lane, Abbots Ann – No Objection - Proposed Cllr Jordan, seconded Cllr Roberts, all agreed. 	
8	<p>Cllr Portfolios</p> <p>Cllrs to agree portfolio responsibilities. A discussion was held regarding the responsibilities under each portfolio as below:</p> <p><u>Policy</u> – Communications; Compliance; Finance – 5yr rolling forecast/budget including reserves & grant applications; Administration – Governance including operating procedures; Strategy & Vision.</p> <p><u>Infrastructure & Development</u> – Advisory for planning/highways; Understand the local plan & participate in development; Liaise & represent with CLT; investigate & consider a Neighbourhood Development Plan; Build relationships with TVBC/HCC. Cllr Roberts confirmed he would be happy to be PC liaison with CLT but not a board member.</p> <p><u>Sports & Recreation</u> – 4 areas for priority – Sportsfield; Pavilion; 2 x Play Areas; possibly Sportsfield committee ToR; There will be an overlap with Policy with regard to finances.</p> <p><u>Environment</u> – Dog bins; Footpaths/RoW – problems to be reported to Portfolio holder who will liaise with HCC; Grounds maintenance contract; Wildflower meadow liaison with AAGA; Liaison with HIOW Wildlife Trust – chalk streams/conservation area;</p> <p>Action – Cllrs Jordan and Jones to begin review of Grounds Maintenance Contract (new contract start date - April 2020).</p> <p><u>Amenities</u> – Maintenance of the Closed Churchyard; Civil Burial Ground; Telephone Kiosk; Liaison with PCC; Assisting Environment portfolio with review of Ground Maintenance Contract; Liaison roles with pubs/village hall/shop and schools.</p> <p>Cllr Howard updated regarding the Churchyard and Burial Ground, it was noted that: a) the burial records are not complete and for the review of the burial regulations more information is required on Exclusive Rights of Burial, advice may be needed from TVBC Head of Legal; b) a grant maybe available from TVBC to assist in the replacement of the churchyard fence - Cllr Howard will investigate once the technical information is received from the contractor; Churchyard Footpaths – the PCC have agreed to produce or obtain assistance to produce a specification for the replacement of the footpaths, and will seek advice on alternative surfaces from the Diocese.</p> <p><u>Wellbeing</u> – Liaison with PCSO; Neighbourhood Watch; Other interest groups & youth groups.</p>	<p>Cllrs Jordan/ Jones</p>

ABBOTTS ANN PARISH COUNCIL
Minutes from the Meeting
held on Thursday 3rd October 2019 at 19:00
at War Memorial Hall, Abbots Ann



	The Chairman reiterated that the Portfolios are not decision-making bodies. Cllrs agreed that Portfolio leads are to produce a written update to Clerk, within 2 weeks, and as a Council agreed that Portfolio members can liaise with external bodies as they see fit to progress their work in the interests of the Council - Proposed Cllr Jordan, seconded Cllr Roberts, all agreed. Once the updates are received the Clerk will publish on the website and noticeboards where space allows.	Cllrs/Clerk																								
9	Play Area Inspections RoSPA Playsafety Annual Inspection Reports – Cllrs to consider Sports & Recreation portfolio recommendations from the Inspection Reports – Cllrs agreed to defer the item to the next meeting.	S&R Ag Item																								
10	Standing Orders Cllrs to review and approve draft Standing Orders. Cllrs discussed changing the language within the Standing Orders and agreed to amend to He/She – Proposed Cllr Roberts, seconded Cllr Coffey, voted 6 for and 1 abstained – <u>Proposal Carried</u> Cllrs reviewed the draft Standing Orders and agreed to adopt with minor amendments – Proposed Cllr Jordan, seconded Cllr Howard, all agreed.																									
11	TVBC Draft Affordable Housing Supplementary Planning Document Cllrs to consider submitting a response to the consultation. Cllrs agreed to take more time to review the consultation documents. Cllrs to offer observations by email to the Clerk by 8th October, Clerk will circulate to Cllrs for comment by 10 th October and submit to TVBC by 11 th October – Proposed Cllr Jordan, seconded Cllr Roberts, all agreed.	Cllrs/Clerk																								
12	Burial Ground Cllrs to consider a request for a memorial headstone which exceeds the size permitted in the Regulations. Clerk confirmed the permitted sizes in the Regulations. Cllrs considered two separate memorial applications: 1 st application exceeded the permitted sizes by – memorial width 160mm (6.25”), plinth width 305mm (12”) & plinth depth 75mm (3”) – Cllrs agreed to reject the application as the proposed sizes exceeded those allowed in the Regulations – Proposed Cllr Jordan, seconded Cllr Roberts, all agreed. 2 nd application exceeded the permitted size by - plinth depth 150mm (6”) – Cllrs agreed to reject the application as the proposed sizes exceeded those allowed in the Regulations – Proposed Cllr Jordan, seconded Cllr Perkin, all agreed.																									
13	Finance a) Cllrs to approve the Financial Statement for 1 st to 30 th September 2019 – Proposed Cllr Jordan, seconded Cllr Roberts, all agreed. b) Cllrs to approve the following payments to be made – Proposed Cllr Jordan, seconded Cllr Coffey, all agreed. <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 (Sept)</td> <td style="text-align: right;">£ 75.71</td> <td>Clerk salary (Oct)</td> <td style="text-align: right;">£837.38</td> </tr> <tr> <td>Countrywide Grds (Sept)</td> <td style="text-align: right;">£957.35</td> <td>Reimburse Cllr travel</td> <td style="text-align: right;">£28.50</td> </tr> <tr> <td>Pension Contributions</td> <td style="text-align: right;">£72.80</td> <td>HMRC 2nd Qtr</td> <td style="text-align: right;">£160.64</td> </tr> <tr> <td>BT Qtrly bill</td> <td style="text-align: right;">£67.95</td> <td>British Red Cross (AED battery)</td> <td style="text-align: right;">£126.40</td> </tr> <tr> <td>SLCC Clerk training (webinar)</td> <td style="text-align: right;">£36.00</td> <td></td> <td></td> </tr> </tbody> </table> <u>Bank Balance as at 30th September 2019 - £46,983.15</u>	<u>Payee</u>	<u>Amount</u>	<u>Payee</u>	<u>Amount</u>	Clerk office/expenses (Sept)	£ 75.71	Clerk salary (Oct)	£837.38	Countrywide Grds (Sept)	£957.35	Reimburse Cllr travel	£28.50	Pension Contributions	£72.80	HMRC 2 nd Qtr	£160.64	BT Qtrly bill	£67.95	British Red Cross (AED battery)	£126.40	SLCC Clerk training (webinar)	£36.00			
<u>Payee</u>	<u>Amount</u>	<u>Payee</u>	<u>Amount</u>																							
Clerk office/expenses (Sept)	£ 75.71	Clerk salary (Oct)	£837.38																							
Countrywide Grds (Sept)	£957.35	Reimburse Cllr travel	£28.50																							
Pension Contributions	£72.80	HMRC 2 nd Qtr	£160.64																							
BT Qtrly bill	£67.95	British Red Cross (AED battery)	£126.40																							
SLCC Clerk training (webinar)	£36.00																									
14	Next Meeting - Thursday 7 th November 2019 - 7pm – War Memorial Hall, Abbots Ann																									

Meeting closed at 21.00

These minutes were approved and signed by the Chairman at the meeting held on 7th November 2019