

AWBRIDGE PARISH COUNCIL

Minutes of the meeting of the Council held in Awbridge Village Hall, Romsey Road, SO51 0HG on Thursday, 29th September 2022

Present:

Cllr Peter Allen **(PA)**
Cllr David Coggon **(DC)**
Cllr Grahame Jackson (Chair) **(GJ)**
Cllr Kelly Seymour (Vice Chair) **(KS)**

Three members of the public

Clerk: Ian Milsom

Apologies:

TVBC Cllr Gordon Bailey
Cllr Nick Adams-King

Absent: Cllr Legon

Action

1. **071/22 Welcome & Apologies**
Apologies received as above.
2. **072/22 Declarations of interest**
No declarations were made.
3. **073/22 Correspondence & Reports**
None.
4. **074/22 Public observations/questions on agenda items**
None.
5. **075/22 Minutes & Matters Arising**
It was proposed that the draft minutes of the meeting held on 30th June be approved as an accurate record of the business conducted. **RESOLVED.**

Matters arising
 - Replacement war memorial bollards. Leave and allow to age.
 - Hedge to rear of war memorial. Include trim in lengthsman's October 2022 worksheet.
6. **076/22 Romsey Community Governance Review**
A copy of all relevant papers relating to this issue were provided to Members, who noted the final decision reached by Test Valley Borough Council in this matter.

GJ briefly updated Members on the type of issues, including outstanding footpath improvement projects, which will affect the value of the assets of Romsey Extra Parish Council transferred to Romsey Town Council and Awbridge Parish Council.
7. **077/22 Speed Limit Reminder Sign (SLR)**
To discuss and agree to the purchase, in conjunction with Michelmersh & Broughton Parish Councils, of a new smiley/sad face Speed Limit Reminder (SLR) sign.

In the absence of any available costings, it was proposed that Council approve this shared purchase in principle subject to costings. **RESOLVED.**

8. 078/22 Smaller Authorities Audit Appointments (SAAA)

The clerk appraised Members of the options available in this matter and it was proposed that Awbridge Parish Council remain within the Smaller Authorities Audit Appointments (SAAA). **RESOLVED.**

9. 079/22 Neighbourhood Development Plan

DC provided an update on progress.

Grants

A government grant of £9973 has been obtained. An application for a community planning grant of £1000 has been submitted to Test Valley Borough Council, and the outcome is awaited.

Declarations of interest

Members of the NDP Working Group have completed a modified version of the declaration of interest form used by the parish council. These have been passed to the parish clerk for safekeeping.

Settlement appraisal

A site visit was carried out by Sharon Brentnall of Bluestone Planning in conjunction with members of the NDP Working Group. During the visit, Sharon noted important features of the Awbridge settlement, such as its rural character, the grouping of housing in small hamlets separated by green spaces, the number of listed buildings, key community infrastructure, and existing and potential green areas. Sharon will produce a Settlement Appraisal document that will include these features.

Vision statement

The Working Group have prepared a draft vision statement, which will form the basis of the NDP.

Objectives

The vision statement forms the basis for a detailed statement of objectives covering a range of topic areas. The Working Group has identified and discussed topic areas and identified those that would be worth addressing, and the objectives that should be sought in relation to these topics. Sharon Brentnall is drafting text for the objectives, and this will be circulated to the Working Group in time for their October 2022 meeting.

Consultation with parishioners

The vision statement and the objectives relating to this will form part of a public consultation, together with a questionnaire comprising questions never posed before. Parishioners will, therefore, have the opportunity to express an opinion on the NDP direction of travel, and to contribute further local knowledge.

A piece flagging the forthcoming consultation will be submitted to Awbridge News for inclusion in the November issue (Closing date 15 October 2022).

Clerk

It is proposed that the Consultation takes place in December through the medium of the December Awbridge News.

Contract with Bluestone Planning

An invoice, in accordance with the agreed contract, will be issued on completion. Parish Clerk to provide Bluestone Planning with a signed copy of the contract.

10. 080/22 Land at Saunders Lane

1. **GJ** Provided an update on progress
2. It was proposed that further sum, in the region of £950 + VAT, be allocated for additional topsoil and grass seed.
RESOLVED.
3. The concerns and suggestions submitted by a parishioner were discussed. Clerk to respond to these.

Clerk

11. 081/22 Traffic calming project

Consulting parishioners on the proposals put forward by Hampshire Highways (HH) was discussed. It was proposed that the clerk contact HH with a view to a highways engineer giving a presentation/answering questions at a future meeting of Council.
RESOLVED.

Clerk

12. 082/22 To confirm representative to TVAPTC

Carried forward to October meeting.

Clerk

13. 083/22 Scheme of delegation to the Parish Clerk

It was proposed that the Scheme of delegation prepared by the Parish Clerk (See Appendix 3) be adopted, and that any necessary amendments to standing orders be made.
RESOLVED.

The current communication difficulties were briefly discussed together with suggested possible solutions, such as round-robin text messages.

14. 084/22 Planning

To consider planning applications notified to the Council.

See Appendix 1

15. 085/22 Finance and Administrative

- a. To sign the bank reconciliation – signed by the Clerk and Cllr Coggon.
- b. It was proposed that all the payments listed at Appendix 2 be authorised. **RESOLVED.**
- c. Update on change of Council's bankers
The clerk advised that the new council bankers being

considered charge an annual fee, and that there is no facility to deposit payee cheques via the Post Office. There is also the question, given the current communication difficulties, of arranging for two signatories to authorise payments.

It was proposed that the situation be reviewed in January 2023.

16. 086/22 Lengthsman 9.25
Worksheet for October agreed.

Closure of meeting 9.30

- Date of next full council meeting, 20 October 2022.
- A planning meeting is scheduled for 3 November 2022.

Appendix 1

Planning

Current Applications

22/02213/CLES. Highfield Woods Newtown Road. Certificate of lawful existing use that building known as Highfield Woods has been in continuous use as a separate, independent residential dwellinghouse for a period of more than 4 years. **NO COMMENT.**

22/02434/TPOS. T1 - Holm Oak – Fell. Track Off Danes Road. Kelly declared interest. **NO OBJECTION. COMMENT** – Council would like to see track continue to be used for agricultural purposes only. Offer of replacement tree should be taken up.

Previous Applications

21/02409/FULLS. Land At Dunwood Manor, Danes Road. Erection of 2 x detached dwellings, associated parking, and hard and soft landscaping. **Remains Current.**

22/01420/FULLS. The Thatched Cottage, Dunbridge Lane. Demolition of garages and erection of self-contained annexe. **REFUSE.**

22/01415/FULLS. Ploughholm, Saunders Lane. Demolition of existing house and construction of three dwellings with garage outbuildings. **REFUSE.**

22/01586/FULLS. 3 Alliance Cottages, Awbridge Hill. Single storey rear extension. **PERMISSION subject to conditions & notes.**

22/01449/FULLS. Green Pastures, Lockerley Road. Removal of existing greenhouse and construction of new garden store. **PERMISSION subject to conditions & notes.**

Appendix 2

Payments for approval

Payee	Service	Net amount	VAT	Total due
S. Nightingale	July SLR maintenance	86.30	n/a	86.30
S. Nightingale	August SLR maintenance	86.30	n/a	86.30
IONOS	Website hosting	20.96	4.19	25.15
HP Instant Ink	Ink cartridge supply	8.33	1.66	9.99
HP Instant Ink	Ink cartridge supply	8.33	1.66	9.99
Came & Co.	Annual insurances	479.37	n/a	479.37
Blackwell & Moody	War memorial repairs	1520.00	304.00	1824.00
IONOS	Mailbox hire	5.00	1.00	6.00
Ian Milsom	Salary August - September	1476.19	n/a	1476.19
HMRC	PAYE	346.27	n/a	346.27
Crawford Legal	VAT Invoice	45.60	45.60	45.60
Abbey Turf	Balance due invoice	500.00	100.00	600.00

Appendix 3

Scheme of Delegation to the Parish Clerk

Introduction

This Scheme of Delegation was approved by Awbridge Parish Council on 29th September 2022

The scheme does not delegate any matter:

- a. Reserved by law
- b. Which by law may not be delegated to a Councillor and /or Officer.

Any subsequent amendments are identified by the date and minute number of the Council resolution in brackets after the amendment.

The powers and duties set out in this scheme are delegated to the Parish Clerk.

The Parish Clerk is also the Councils Responsible Financial Officer and the Proper Officer and responsibility for the management of the organisation.

The scheme will be reviewed on a regular basis as required by the Council and when a new Parish Clerk is appointed.

1. Extent of Delegation

1.1 All delegated functions shall be deemed to be exercised on behalf of and in the name of the Council.

1.2 The Parish Clerk will exercise these powers in accordance with:

- Approved budgets
- The Council's Financial Regulations
- The Council's Contract Procedure Rules
- The Council's Policy Framework and other adopted policies of the Council
- All statutory, common law, and contractual requirements.

1.3 The Parish Clerk may do anything pursuant to the delegated power or duty which it would be lawful for the Council to do including anything implied or incidental to that power or duty.

1.4. In addition, the Parish Clerk is authorised to undertake the day-to-day administration of the Council to include:

- Emergency expenditure up to £500 even where there is no budgetary provision for the expenditure (subject to Standing Orders and Financial Regulations).
- Payment of all invoices, within the agreed budget and subject to authorisation by two bank signatories. Authorisation can be made by email if face to face authorisations is

not possible.

- Taking appropriate action arising from other emergencies (in consultation with the Chairman/Vice Chairman of Council).

2. Urgent Decisions of Council

2.1. Urgent decisions required between scheduled meetings of the council are delegated to the clerk in consultation with the Chairman of the council.

2.2. Decisions made under this delegation will be reported to and recorded in the minutes of the next council meeting.

2.3 Under this delegation the clerk may decide that an extraordinary meeting of the council be called to deal with the urgent matter.

3. Planning Delegation to the Clerk

3.1. The council delegates decisions arising under development control consultations to the clerk in consultation with all Councillors.

3.2. Consultation may be by correspondence, including email, or in person. It may also take place at meetings of the council.

3.3. The clerk will arrange for relevant papers to be circulated to the councillors who should return their comments, to the clerk for determination of the council's response within the prescribed consultation period.

3.4. Delegated decisions will be reported to and recorded in the minutes of the next council meeting.

3.5. In the case of controversial or major development proposals, the clerk in consultation with the chairman, may decide that a parish meeting and/or an extraordinary meeting of the council be called to consider the matter.

4. Written Records

4.1. The Openness of Local Government Bodies Regulations 2014 (2014 SI No. 2095), which came into force on 6 August 2014, require a written record to be kept of certain decisions made by an officer of a parish council acting under delegated powers. The Clerk will keep a log of all decisions made under delegated powers and will arrange for these to be made open for public inspection via the Council website.

Document Review Date: 29th September 2023.