

THE PARISH COUNCIL OF ABBOTTS ANN

MINUTES

OF THE MEETING OF THE PARISH COUNCIL
HELD ON THURSDAY 2nd OCTOBER 2014
IN THE ABBOTTS ANN WAR MEMORIAL HALL

Present:

Members of the Abbots Ann Parish Council:

Cllr B. Griffiths	Chairman	BG
Cllr G. Whyte	Vice-Chairman	GW
Cllr R. Bone		RB
Cllr S. Oram		SO
Cllr D. Paffett		DP
Cllr P. Wilkins		PW
Mrs R. Griffiths	Treasurer	
Lt Col A. Peters	Parish Clerk	

In Attendance:

Representatives of External Organisations:

Cllr A. Gibson	Hampshire County Council
Cllr M. Flood	Test Valley Borough Council

Representatives of Parish Organisations:

Mr T. Tayler	Village Archivist
Mr P. Wood	Abbots Ann Footpaths Officer
Mr R. Lucas	Abbots Ann Action/ Abbots Ann Vision
Dr J. Moon	Abbots Ann Tree Warden
Mrs J. Moon	Abbots Ann Vision (Steering Committee)
Mrs J. Dixon	Abbots Ann Green Action
Mr K. Saunders	Abbots Ann Village Website
Mr T. Tayler	Abbots Ann Honorary Archivist
Mr N. Palmer	Abbots Ann War Memorial Hall Committee

Visiting Speaker

Mrs P. Williams	TVBC Enforcement Officer
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Members of the Public

Prof P. Gibson

The Meeting opened at 1830hrs.

In order to accommodate the conflicting commitments of some Councillors, Members of the Public and the Visiting Speaker, the Chairman authorised that the Agenda ITEMS be taken out of sequence.

The Minutes reflect Agenda ITEMS in the original sequence.

The Agenda was adjusted to incorporate the Clerk's updates on:

- *ITEM 10d. General Discussion. Churchyard and Burial Ground*
- *ITEM 10e. General Discussion. Children's Play Area.*
- *ITEM 11d. Any Other Business/Public Participation. Visits Programme.*

14/106 ITEM 1 Apologies

- a. Apologies were recorded from Cllr Sims.
- b. Apologies were recorded from Cllr Oram who had to leave the Meeting after ITEM 2
- c. Apologies were recorded from Mrs L Stockings, Burghclere Down.
- d. Apologies were recorded from Cllr Stallard, TVBC.
- e. Cllr Flood, TVBC had notified the Secretary that she would be late for the meeting due to her conflicting commitments on TVBC Northern Area Planning Committee, as Deputy Chairman of the Committee.

14/107 ITEM 2 Visiting Speaker

- a. Mrs Williams, The Planning Enforcement Manager of Test Valley Borough Council had been invited to address the Meeting about the current enforcement policies and the practicalities of enforcement. She explained that she could not talk about specific sites, but was happy to discuss generalities such as what constituted a breach of Planning Control, who could enforce decisions, and what enforcement tools were available. The reasons for this were: that she was unlikely to know the background as she manages the service and only tends to deal with the more highly complex cases, so she would have to defer to the relevant investigating Officers any clarification on matters the Council might raise on a case; also, she did not wish to risk compromising any “live” case.
- b. Mrs Williams gave a brief resume of her past career and qualification (27 years in role and a Masters degree in her professional discipline), present appointment (2 years as an officer in TVBC) and current work. The Planning Enforcement Department of TVBC investigates about 900 cases each year and this is undertaken by just 4 Officers; so the workload on her Department is extremely high, considering that a lot of the investigation work involves on-site assessments of builds throughout the Borough.
- c. Mrs Williams explained that the aim of the National Planning Policy Framework 2012 was to simplify the planning process but it contained limited guidance on Enforcement, hence the need for a guidance document to help ensure a uniform approach is adopted throughout the country. Mrs Williams summarised the contents of the new Planning Practice Guidance for Enforcement which was published earlier this year (Mar 2014), and she discussed, in general terms, the matters that constitute a breach of permission and conditions; and how enforcement is managed by TVBC. The latter included the management of breaches of Building Control which fell under a different series of legislative documents (in response to a question raised by Cllr Whyte).
- d. Mrs Williams explained the various tools used by Enforcement Officers including: a Planning Enforcement Order (a Court order); a Stop Notice; a Temporary Stop Notice; a Breach of Condition Notice; Injunctions; a Section 215 Notice (mainly used for messy sites); and Advertisement Control. She also explained that the details of all enforcement activities must be recorded by the inspecting Enforcement Officer for reasons of accountability if subject to legal audit; however this information is kept confidential and therefore not accessible through the TVBC website.
- e. Mrs Williams passed over a copy of the Planning Enforcement Quarterly Report (1 Apr 2014 - 30 Jun 2014) which was briefly reviewed by Councillors and considered a useful

document to receive on a regular basis. Mrs Williams agreed to place the Council on the normal distribution of this report.

- f. The Chairman thanked Mrs Williams for attending the meeting (especially on her birthday) and for giving such a clear insight into the workings of the TVBC Department and the enforcement regulations and tools available to the Enforcement Officers. The presentation clearly helped to clarify understanding of the role of Parish Councillors and residents in working alongside the Department. He added that he hoped this understanding would enable a better flow of information to and from the Department, so that an alert can be raised at an early stage when development appears not to be progressing as authorised, but also, so that Councillors would be in a better informed position when required to respond to residents when alerted to matters that possibly represented a breach of condition. The Chairman thanked Mrs Williams for providing the quarterly report and acknowledged its value in giving the broader picture of actions in other Parishes, which could be applicable to the Parish of Abbotts Ann.

14/108 ITEM 3 Minutes of the Previous Meeting

The Minutes of the meeting of the Council held on 11 Sep 14 were confirmed for signature.

Proposed: GW Seconded: PW

14/109 ITEM 4 Actions from Previous Meetings

- i. Actions Brought Forward. Actions from previous meetings that were Brought Forward for discussion at this meeting are covered under their corresponding ITEM heading within these Minutes; these are summarised at Annex A.
- ii. Actions Carried Forward . Actions from previous meetings that were not addressed at this meeting and that are Carried Forward to the next meeting are summarised at Annex A.

14/110 ITEM 5 Planning

- a. Planning Applications. The planning applications to review or issues to report were:

- i. Applications Approved by Test Valley Borough Council or Withdrawn:

Application Numbers	Application Dates	Location and Proposal	TVBC Decision
TVBC: 14/01695/FULLN AAPC:	Registration: 18 Jul 2014 Decision: 12 Sep 2014	Willow Farm House, Willow Farm, Monxton Road. Single story side and rear extensions to accommodate integrated annex with associated parking arrangements.	Permission. Subject to Conditions & Notes

Application Numbers	Application Dates	Location and Proposal	TVBC Decision
TVBC: 14/02072/TREEN	Registration: 29 Aug 2014 Decision: 25 Sep 2014	Mayfield Duck Street, Abbots Ann Andover. Hants SP11 7AZ. Fell 1 x Fir Tree	No Objection

ii. Applications and Notifications Made to Test Valley Borough Council:

Application Numbers	Application Dates	Location and Proposal	AAPC Decision
TVBC: 14/02157/TPON AAPC:	Registration: 17 Sep 2014 Publicity Expiry: 19 Oct 2014	Cobweb Cottage, 1 Abbots Hill, Little Ann, Abbots Ann. Hants. SP11 7PJ Fell 1 Silver Birch Tree	No Objection
TVBC: 14/02204/FULLN AAPC:	Registration: 17 Sep 2014 Publicity Expiry: 17 Oct 2014	79 Little Ann Road, Little Ann, Abbots Ann, Andover, Hants. SP11 7NM Internal Alterations to swap kitchen and living room; replace existing window with French window; add first floor bathroom Replace staircase to second floor and erection of single story garage	House: No Objection (Conditional) Garage: Objection (Description & Size)
TVBC: 14/02205/FULLN AAPC:	Registration: 17 Sep 2014 Publicity Expiry: 17 Oct 2014	79 Little Ann Road, Little Ann, Abbots Ann, Andover, Hants. SP11 7NM Proposal as above Listed Building Consent.	

b. Planning Meetings. Forthcoming Test Valley Borough Council Planning meetings are:

Date	Meeting	Location	Parish Applications For Consideration
02 Oct 2014	Northern Area Planning Committee	Andover	None
23 Oct 2014	Northern Area Planning Committee	Andover	None
13 Nov 2014	Northern Area Planning Committee	Andover	No Information
14 Oct 2014	Planning Control Committee	Andover	None
04 Nov 2014	Planning Control Committee	Andover	No Information

14/111 ITEM 6 Reports from External Organisations

a. Hampshire County Council. Representative Cllr A Gibson, HCC

i. **Actions Brought Forward.** Cllr Gibson, HCC updated the Council on his ACTIONS from the last meeting of the Council:

(a) **Min 14/94 a.i.** Provision of a copy of the latest Organisation chart for HCC Highways .Cllr Gibson presented a copy of new organisation chart and briefed the Council on the highways engineers who have responsibility for the parish of Abbots Ann; these are Mr P (Paul) Walsh and Mr J (Jason) Pitt; each highways engineer has a shadow to ensure the continuity of projects is maintained. All are based in Totton and centrally controlled. Cllr Gibson agreed to provide more information on the organisation and its current projects, and the procedures for registering new projects.

ACTION: Cllr Gibson

(b) **Min14/94 a.ii.** Traffic Calming. Inclusion of Abbots Ann in the 20 mph speed restriction experiment. There are 10 villages in Hampshire participating in the experiment and the results will be published in 3 months. No further action would be taken to include other villages until the trials were finished, therefore it was not possible for Abbots Ann to be included in the experiment. Mr S (Sean) Woodward was the portfolio holder. **Closed**

(c) **Min 14/94 a.iii.** Care in the Community. Details of the new initiative for Adult Care. The new paper on Adult Services which recommends, amongst other things a devolved budget is being discussed at HCC Cabinet in November. The HCC website provides outline details of this subject . **Closed.**

(d) **Min 14/94 a.iv.(f)** Request for contribution of £500 from Country Councillor Grants to help fund Stage Lights. The Clerk has completed the application for the funding of the AAWMH stage lights (and retained a copy for future applications for funding). The grant has been received and a letter of thanks has been written to Cllr Gibson. Full details are covered under ITEM 7g. **Closed**

(e) **Min 14/101.d.** HCC TV Passenger Transport Forum. Update on Bus and Community Transport Services (as it affects the Parish). The next meeting of the Forum is scheduled for Thu 6 Nov 2014 at the Crossfield Hall, Romsey from 1000hrs to 1200hrs. The Agenda for this meeting includes a presentation on the results of the countrywide review of Bus and Community Transport services which HCC undertook earlier this year. At this meeting all representatives will be informed of the future arrangements for Bus and Community Transport. Currently HCC has to reduce the budget for these services, and has been investigating methods to achieve savings whilst maintaining the essential services - albeit in a new configuration such as a taxi hybrid service for some remote areas. This meeting is expected be quite contentious. **Carried Forward.**

ACTION: Clerk

Clerk's After Note: Cllr Oram will be representing the Council at this meeting

ii. **September Report:** Cllr Gibson, HCC presented a summary of the activities of, and changes within Hampshire County Council, as they affect this Parish:

(a) **Village Projects.** Following the reorganisation of the HCC Highways department a great deal has been done in the planning for the many Village transport and

infrastructure projects, all of which require a properly structured project plan where each village would have a programme of projects.

- (b) **St John's Cross.** Cllr Gibson assured the Council that key issues such as safety at St John's Cross are on the Master Plan, but could not provide full details at this stage when the project will be initiated. The Chairman stressed the importance of this issue and requested Cllr Gibson to convey back to HCC Highways the Parish's request to place this issue as a top priority in the programme of projects. **ACTION: Cllr Gibson**
- (c) **Little Ann Bridge.** The Chairman reported that he had enquired at HCC offices about works being undertaken in Little Ann apparently in connection with road drainage. He had asked why nothing was being done with the drains at Little Ann Bridge, where frequent flooding caused a danger to traffic, particularly cyclists and motorcyclists. He had been given an enquiry number to follow. Cllr Gibson said he thought that continuity of projects would be improved from now on.
- (d) **A343.** Cllr Paffett asked about progress on establishing a 40 mph speed limit on the A343. Cllr Gibson responded that this was in hand, but that he would like to see this in conjunction with traffic calming processes, such as lights or a roundabout.
- (e) **Duck Street.** The Chairman mentioned the continuing problem with highway run-off onto the grounds of the War Memorial Hall. He said there was only a 22 mm variation in height from the road up to the threshold of the hall, leaving the hall at risk from flooding. There was little point in dealing with the drains in the car park until the road water was controlled. It was unfair to expect parishioners to pay for repairs. Cllr Gibson offered to meet the clerk and the contractor on site.

Clerk's After Note: See ITEM 7g for details on the flooding at AAWMH car park.

- iii. The Clerk said that he was assembling a consolidated list of items that needed to be considered and would forward it, with supporting explanations, to Cllr Gibson. Cllr Gibson said it would be better to deal with a few items at a time rather than a long list.

ACTION: Clerk

- b. Test Valley Borough Council. Representative Cllr Flood, TVBC
 - i. **Actions Brought Forward.** Cllr Flood updated the Council on her ACTIONS and those of Cllr Stallard from the last meeting of the Council:
 - (a) **Min14/94.a.iv.(f)** Community Projects. Contribution of £500 from TVBC to help Fund Stage Lights. Contribution received and a letter of thanks sent to TVBC. **Closed**
 - (b) **Min14/96.0.** TVBC Assistance to help clear the overgrowth of roadside weeds. The Borough Council deals with detritus, dead weeds and leaves by road sweepers, and Cllr Stallard observed these services in the Parish about two weeks previously. The spraying of live weeds is HCC Highways responsibility. During Sparkle Days (there was one in Abbotts Ann earlier this year) TVBC's Clean Team does much in the hope that it will create pride /ownership in local communities. The Borough of Test Valley has about 50 parishes and 2 towns, with maybe 10 Sparkle Days annually between them. Cllr Stallard considered that he and Cllr Flood had well represented the Parish by securing two Sparkle Days for the Anna ward in the last three years. **Closed.**
 - (c) **Min14/96.s.** Damage to Protected Trees. Cllr Flood has informed the resident of the TVBC conditions associated with protected trees. **Closed.**
 - (d) **14/99.b.ii.(g).** Investigation into Cycle Strategy. On 01 Oct 2014 the Cabinet of TVBC approved a new updated draft Cycle Strategy (Cycle Strategy & Network Review 2014)

- (b) A Planning Inspector, Mr Philip Ware, has now been appointed to conduct an examination into the Plan and will, in due course, make recommendations. The Planning Inspector is obliged to consider all the representations made about the Plan and to consider whether it complies with legal requirements and whether it is “sound”. He will hold a series of hearings into various aspects of the Plan. The Inspector’s Report will not be ready until April / May 2015 and, assuming the Plan is found to be sound, Adoption would be expected in June 2015.
- (c) From the paperwork put out by TVBC and the Programme Officer regarding the Pre-hearing meeting on 15 October it is clear that many issues are likely to be clarified at the October meeting. The purpose of the October meeting will be to discuss the management of the examination, including the overall programme and how representations will be heard.
- (d) There is an entitlement to be heard in respect of representations that have called for a change to the RLP. There is no entitlement to be heard in respect of representations of support, as in our support for the Local Gap. Even where there is an entitlement, we are strongly discouraged from exercising it unless we have new evidence to present.
- In the case of the PC’s objection to the Housing Provision policy, we have no additional evidence and would have nothing useful to contribute to a hearing on the subject.
 - In the case of the PC’s support of the Local Gap we may wish to request a hearing if others have made representations that we wish to counter or if we have new evidence relating to the benefits of Gaps or precedents as to their use in planning.
- (a) Members of AAA are considering these questions on behalf of the Council and intend reaching a conclusion in time for the Council to request a hearing if appropriate. At present it unlikely that the Council will be able to justify such a request.

Clerk’s After Note: In consideration of the representation No 12196 made on behalf of the landowners, including Hallam Land Management, Ilchester Estates and Andover College, for the development of Little Bridge, the Council submitted a letter to TVBC on 07 Oct 2014 expressing a wish to challenge some of the assertions made on behalf of the consortium concerning Severance and the Local Gap, and has requested to speak at the Hearing to support Policy E3 - Local Gaps. If this is denied the Council has requested the opportunity to make a fuller written submission in response to the assertions, supported by some relevant topographic modelling work that has been previously prepared.

Clerk’s After Note: Mr J Patience and Dr J Moon represented the Council at the pre-hearing meeting on 15 Oct 2014. The meeting was concerned with procedural matters and identified the following deadlines:

- 7 Nov 2014 - any further written statements to be submitted.
- 14 Nov 2014 - notify the Programme Officer if we wish to appear at a hearing (already requested in the Parish Council’s letter of 7 Oct.)
- 21 Nov 2014 - any further statements by the Council to be submitted.

A draft schedule of hearings was supplied at the meeting and this lists a hearing on 6 Jan 2015 to deal with environment matters, including Policy E3 - Local Gaps.

The Inspector confirmed that consistency between the Local Plan and national policy, particularly with the approach to Local Gaps (Policy E3), would be a matter specifically considered at a hearing. The Inspector has made a number of visits of his own volition but it is not known if this included Abbotts Ann and the Local Gap.

In response to a specific question from Cllr Stallard, TVBC, the Inspector unequivocally confirmed that those who wished to support a policy, rather than object to it, would also be permitted to speak at a hearing, provided they had already made representations.

AAA has been requested to advise the Council on whether or not the Council should lodge a further written representation or choose to rely on what has already been submitted.

ACTION: AAA

c. Abbotts Ann Vision. Representation: Mr R. Lucas

i. **Actions Brought Forward:**

- (a) **Min 14/99b.ii** AAV Report. Councillors were requested to review the Report and Respond to AAV. **ACTION: Councillors**
- (b) **Min 14/99b.ii.b.** Housing Strategy: Councillors were requested to provide direction on the requirement to develop a Housing Strategy. **ACTION: Councillors**
- (c) **Min 14/99b.ii.c.** Footpath into Andover: Preparation of Draft Lease. AAV has prepared a draft Lease for a Permitted Path between the A343 and Salisbury Road junction and the A303 flyover and Salisbury Road; this Lease will be negotiated with the Landowner prior to the next meeting of the Council. **ACTION: AAV**
- (d) **Min 14/99b.ii.c** Footpath into Andover: Investigation of Impact. The Clerk has investigated the impact of establishing a Footpath into Andover. The major impact will be on the possible substitution of the Permitted Pathway with a formally established Cycle Path, constructed under the Test Valley Cycle Strategy.
- (e) **Min14/99b.ii.c** Footpath into Andover. Investigation of Section 106 funds to support the project . £1872.50 has been allocated under Section 106 (Developer Contributions) specifically earmarked to help fund the creation of a Footpath / Cycleway in this location. The Clerk is investigating with TVBC if this money can be used to establish a firm surface for the Permitted Path, should the Lease be agreed. Due to the concurrent assessment for the Cycle Strategy, this money may be held back pending the results of the consultation programme for the ATAP where it could be used for creating a Cycle Path. **ACTION: Clerk**
- (f) **Min 14/99b.ii.c** Footpath into Andover: Procurement of Kissing Gates. Detail not available. **Carried Forward** **ACTION: Footpaths**
- (g) **Min 14/99b.ii.c.** Footpath into Andover: Investigation of status of Test Valley Cycle Strategy. Further to the report from our TVBC Councillors, The Parish has just been formally notified that TVBC is reviewing its Andover Town Access Plan (ATAP) and its Cycle Strategy and Network Supplementary Planning Documents (SPDs). Both documents set out a strategy that identifies where improvements can be made to highway infrastructure to help access facilities and services. They also act a mechanism for allocating and directing of funding from external bodies, including developer contributions, towards providing and improving schemes.

The ATAP was last reviewed in 2012 and the Cycle Strategy in 2009 and as evolving documents they are both now due for an update. Draft versions of both SPDs were published for public consultation on 17 Oct 2014 for a period of eight weeks. The consultation will close on 12 Dec 2014. Both documents show a proposed Cycle Path exactly on the route that Council will be negotiating the Lease for the Permitted Path.

Before the Lease is signed by the Council, the Clerk will review and report back to the Council any legal implications associated with the Cycle Path, so as to avoid compromising the establishment of the latter. **ACTION: Clerk**

- (h) **Min 14/99o.i.** Photographic Record of Trees. **Carried Forward. ACTION: AAV**
- (i) **Min 14/99o.ii.** Dog Fouling of Footpaths and Verges. **Carried Forward.**
ACTION: AAV (Tidy Village Project)
- (j) **Min 14/99o. iii.** New Footpaths. **Carried Forward** **ACTION:AAV**
- (k) **Min 14/99o.iii.** Tidy Village / Clean-Up day. Recommendations on setting up a Village Clean-Up day and to report back to the next meeting. **Carried Forward**
ACTION: AAV (Tidy Village Project)

ii. **September Report:** Mr Lucas summarised some of the more significant aspects of the AAV report and the recent work of AAV:

- (a) **AAV Report.** Mr Lucas, chairman of the AAV Steering Group, discussed the report he had prepared and issued to Councillors, following their request for guidance some time ago. This was a summary and analysis of views expressed during the village public consultation period, with the subsequent extensive research and resulting proposals that had been developed by the Group leaders over the following year. The Report was condensed into several areas, and AAV were asking for the Council's support for their specific proposals. An important item was the need to carry out a Housing Needs Survey in the village, to substantiate the perception that some type of affordable or social housing was required for village families. The Survey would not just look at current needs, but take views on future requirements. The Council resolved to support this. **Carried Forward. ACTION: Clerk**
- (b) **Village Groups.** The Council also resolved to support AAV's continuing work with the Village Groups under its aegis. In principle, AAV would guide the Groups to a schedule of defined aims, after which the Council would take over, possibly with one Councillor having overseeing responsibility for each Group and liaising to promote progress. This matter is further discussed under ITEM 10a. **Carried Forward. ACTION: AAV**
- (c) **Neighbourhood Plan.** Mr Lucas explained that a Neighbourhood Plan was not felt to be of sufficient benefit, at present, to merit the considerable outlay of time and commitment required. It was far from certain that enough experienced and motivated volunteers would emerge to deal with the long-term bureaucracy involved. He felt that the TVBC's Local Plan (Revised) was currently favourable to Abbots Ann, but with changing political circumstances, this might not always be so. [*This matter has been covered in detail in the AAA Report under ITEM 7bii*] A Village Plan would be valuable but without the statutory force of a Neighbourhood Plan. A public meeting explaining the advantages and disadvantages of each might

determine the level of practical and committed support in the village. **Carried Forward.** **ACTION: AAV**

Clerk's After Note. See the financial benefits of completing a Neighbourhood Plan in ITEM 9.b.i.(c) concerning Community Infrastructure Levy

- (d) **Housing Needs Survey.** It was possible that a Housing Needs Survey would bear on a Village Plan, so this should be the first action. The Council supported the concept of a Village Plan, but would await the results of a Housing Needs Survey before commenting further. AAV was authorised to commission, on behalf of the Council, a Housing Needs Survey from Action Hampshire. **Carried Forward.**

ACTION: AAV

- (e) **Village Design Statement.** It was decided that there was no need to revise the Village Design Statement. Prof Gibson, from the floor, had been instrumental in the preparation of the present document, and felt that, rather than re-write it, effort would be better spent on a Village Plan. Cllr Flood commented that the Abbotts Ann Village Design Statement was well-appreciated by her fellow councillors, as an exemplar.

d. Abbotts Ann Green Action Representation: Mrs J. Dixon, Secretary

i. **Actions Brought Forward:**

- (a) **Min 14/99.c.ii.** Tighter Procedures for hand back of sports ground. **Carried Forward**

ACTION: Clerk

- (b) **Min 14/99c.iii. Apple Day.** Plans for collection of apples. **Closed**

- ii. **September Report:** Mrs Dixon made a brief statement on the importance of seeking one or more people from the village to do a design for the Old School Playing Field that works for all age groups. AAGA considers features like a community orchard, managed wildflower area, kick-about space, village meeting space for picnics, celebrations, etc. would be favourable; Mrs Dixon expressed the importance of getting someone with the skill and experience to think it through properly with the village.

Clerk's After Note: Mrs Dixon subsequently reported that "...since the PC meeting I have heard about Watermills Park (Rookesbury Mill) where there is a wildflower area surrounded by a circle of benches which makes it a tranquil spot where people can sit, rest and contemplate. I am sure other people will have other ideas that they have come across somewhere when walking dogs etc...."

e. Parish Archives Representation: Mr T Tayler, Parish Archivist

i. **Actions Brought Forward**

- (a) **Min 14/99d.i** Investigation Additional Funding Sources. Mr Tayler reported that he was unsuccessful in finding sources for additional funding. The Clerk agreed to do further research on his behalf, and then pass on the links.

Clerk's After Note. The Clerk forwarded links to 3 websites that advertise funding.

ACTION: Archivist

- (b) **Min 14/99d.ii** Name & Ownership of Old Coach Road. Information unavailable.

Clerk's After Note. Mr Tayler reported subsequent to the meeting: When the fields within the Parish were enclosed in 1774 all of the glebe land was consolidated in

what was known as *Bulbery Field* (which, confusingly, is on the opposite side of the road from the *Bulbery houses*). The Diocese of Winchester assumed formal ownership in 1975 after which time the PCC has had no claim or involvement with the land. The Diocesan point of contact (PoC) for Resource Development matters has forwarded a Land Registry map of the ground which showed that most of the *Old Coach Road* is within the boundary. The PoC has no knowledge of any name being given to the track so it is unlikely the Diocese would object to any move by *Abbotts Ann Parish Council* to formalise the name we currently use.

Concerning Cllr Sims' comments at (**Min14/103 a.iii** and **iv**) on responsibility for keeping the track clear, the PoC says that he has never been approached by Hampshire County Council on this matter so it may be that neither the Diocese, nor the tenants of their field have been involved in the upkeep of the *Old Coach Road*.

Carried Forward.

ACTION: Clerk

ii. **September Report:** Nothing further to report.

f. Abbotts Ann Fete Committee Representation: None

i. **Actions Brought Forward:**

(a) **Min 4/99 e.** July/August Report. Report not received

ii. **September Report:** Report not received. **ACTION: AA Fete Committee**

Clerk's After Note: The AGM of the Abbotts Ann Fete Committee will take place at the Skittle Alley of the Eagle Public House on Wed 12 Nov 2014 starting at 8.00pm

g. Abbotts Ann Parish Footpaths Representation: None

i. **Actions Brought Forward:**

(a) **Min 4/99 f.** Report on the Upper Drove footpath. Report not received.

ACTION: Footpaths Officer

ii. **September Report:** Report not received.

ACTION: Footpaths Officer

iii. **Matters Arising:**

Clerk's After Notes:

(a) *Cllr Paffett has received a complaint that a resident(s) of Danebury Mews has been dumping cut grass in the field behind. Some time ago residents were notified by letter that this was not permitted. The Clerk is to follow-up this matter and report back to Council.*

ACTION: Clerk

(b) *Cllr Paffett also reported a complaint from a resident that Penny Path was impassable due to brambles. The Clerk is to follow-up this matter and report back to the Council.*

ACTION: Clerk

h. Abbotts Ann Neighbourhood Watch Representation: None

i. **Actions Brought Forward:**

(a) **Min 4/99 g.** July/August Report. Report not received

ii. **September Report:** HCC Police & Crimes Commissioner Report not distributed

ACTION: Neighbourhood Warden

iii. **Actions Arising:**

- (a) Mr Davis reported subsequent to the meeting: People on the NHW village mailing list will know that the Mr Davis sends on, very regularly, any of the warnings from the local Police about criminal activity close to our community. Mr Davis filters out anything that does not seem relevant so that locals do not get overloaded. There are also warnings from Hampshire County Council Trading Standards Office that Mr Davis circulates.
- (b) Luckily we live in an area of very low crime; however Mr Davis does circulate information on any suspicious activity. There are about 40 people on the NHW email list and there are local area representatives in the village, some of whom will send these emails on to others in their local area. Any additional information should be forwarded to Mr Davis who will review and, if considered appropriate, he will incorporate it onto the village website.
- (c) NHW has had an annual meeting in the past but this has been poorly attended and, to date, there has been no interest for the NHW to call an annual meeting this year.
- (d) PCSO David Trowbridge has agreed to be present outside the shop for the NHW bazaar on 22 Nov 2014 so that people can discuss things with him.

i. Abbotts Ann Nursery School Representation: Cllr R. Bone

i. **Actions Brought Forward:**

- (a) **Min 14/97a.xvii Nursery School/Recreation Ground Plaques.** Plaques have been mounted on the fence of the AAWMH by the Chairman and the Clerk. **Closed**
- (b) **Min 14/84b. Large Plastic Banner.** The Banner has been removed from the fence of the AAWMH. **Closed**
- (c) **Min 4/99 h. July/August Report.** Report not received.

ii. **September Report:**

Cllr Bone reported that she was now on the committee of the Nursery School. There was no chairman of the committee, and the role had been divided between the eleven members; Cllr Bone was responsible for Parish liaison. There had been complaints about the manner in which the public had been treated by staff when trying to engage in authorised duties on the premises whilst the children were present. Cllr Bone stated that the Nursery School was constrained by regulations including those requiring persons in contact with children to be DBS checked; failing that it might be more appropriate for adults requiring access to the hall and grounds to arrange their access out of school hours. The Chairman considered this to be an unworkable arrangement, particularly for contractors; the Chairman was to discuss this matter with the Chairman of the AAWMH and report back to the Council at the next meeting.

ACTION: Chairman

j. Abbotts Ann Primary School Representation: Cllr R. Bone

i. **Actions Brought Forward:** No Actions

ii. **September Report:** Report not received.

Following on from the presentation made by the Head of the Primary school at the last meeting, Cllr Bone suggested that members of the Council meet the School Council,

during school hours, so that the children could learn more about the running of the Parish. This was met with an enthusiastic response from Councillors, who felt it very important that the village children should feel involved in their village. The Clerk was requested to liaise with Cllr Bone to arrange the reciprocal visit **ACTION: Cllr Bone**

k. Sports Field Committee Representation: None

i. **Actions Brought Forward:**

(a) **Min 4/99j.** July/August Report. Report not received

- ii. **September Report:** Cllr Wilkins reported that the Pavilion Sub-Committee of the Sports Field Committee is investigating funding sources and possible fund raising events and schemes. The Clerk will contact the Sub-Committee and help with establishing a funding line. **ACTION: Clerk**

l. Abbotts Ann Parish Tree Warden Representation: Dr J Moon

i. **Actions Brought Forward:**

(a) **Min 14/99k.** July/August Report. Report not received

- ii. **September Report:** No specific report was presented to the Meeting.

iii. **Matters Arising:**

(a) **Recent Tree Works.** Dr Moon, the Tree Warden, commented on the untidy stumps left after felling the chestnut trees on the highway boundary with the land commonly referred to as “the Church Car Park” but belonging to the Old Rectory. Three trees had been felled and one pollarded. Stumps had been cut off high and left jagged. Other residents had also commented adversely. It was suggested asking either the owners or HCC to rectify the matter. Dr Moon suggested asking TVBC if any conditions had been imposed on the permission to fell. The Clerk would investigate this and report back to the Council.

ACTION: Clerk

(b) **Proposed Tree Works.** Dr Moon would be assisting in the assessment of the work required for certain trees within the Churchyard which are overgrown and at risk of damaging the structure of the Church. The TVBC Arboriculturalist was due to meet members of the Council and the Churchwarden informally to discuss trees in the Churchyard, and this would be a good opportunity to ask informal advice on the Borough’s general policy on tree felling.

Clerk’s After Note. This is reported in detail under ITEM 10d. The Clerk has also consulted Dr Moon for an on-site assessment of the condition of the Oak tree in the grounds of the AAWMH. This is reported in detail at ITEM 7g.

m. Abbotts Ann Village Shop Association Representation: None

i. **Actions Brought Forward:**

(a) **Min 4/99l.** July/August Report. Report not received

- ii. **September Report:** Report not received.

ACTION: Village Shop Committee

- n. Abbotts Ann War Memorial Hall Representation: Mr N Palmer
- i. **Actions Brought Forward:**
 - (a) **Min 14/100b.iv AAWMH Stage Lighting.** Ensuring a Swift solution to funding. Funding arranged. **Closed**
 - (b) **Min 4/99m.** July/August Report. See September Report, below.
 - (c) **Min 14/84d.** Fences and Signs. The purchase of signs for mounting on the AAWMH roadside fence. The signs have been mounted by the Chairman and the Clerk. **Closed.**
 - ii. **September Report:** Cllr Stallard forwarded the report of the AAWMH Committee:
 - (a) **Refurbishment.** There is still much tidying / re-hanging to do following the refurbishment. This was all assigned at the last Meeting of the AAWMH Committee. This will be followed by a “forensic” builder’s clean throughout the Hall in October half term. The AAWMH Committee voted thanks to the Parish Council for the £3,000 first payment for the refurbishment; substantial moneys have now also been received from TVBC and HCC, and AAWMH is close to a position of finalising the total invoiced cost of the project. The Parish Council originally committed up to £4,000 and the final accounts will result in a request to the Parish Council for a second payment of approximately £800 next month. **ACTION: AAWMH Committee**
 - (b) **Issues.** Mr Carter (Chairman AAWMH) will be meeting with The Chairman of the Council to discuss issues raised by the Chairman in a phone call with Mr Palmer. Issues associated with the structure and setting of the AAWMH is detailed below in the *Clerk’s After Notes*.
 - (c) **Meetings.** The AAWMH AGM will be on 5 Nov 2014 commencing 2000hrs in the Main Hall, as advertised in the Parish Magazine; Parish Councillors and other members of the public very welcome.
 - (d) **Car Park Flooding.** The AAWMH Committee reported a continuance of the problem with the drainage of rainwater from the car park. In recent months the problem appeared to be increasing to such an extent that on a couple of occasions of heavy rain the flood water reached a level that threatened a breach of the threshold at the entrance to the Hall. The Chairman reported that this is a known problem and at the last meeting of the Council he reported that a contractor (Andover Ground Works) had been engaged to assess the means to resolve the problem. A suggested solution for investigation was an additional soak-away leading from the current drain. The Chairman would raise this requirement with the contractor. **ACTION: Chairman**

Clerk’s After Notes:

 - (a) **Car Park Flooding.** *Heavy rainfall occurred on 09 Oct 2014 causing the car park to flood to a height that nearly breached the threshold of the doorway to the Hall. The poor drainage has been improved by removing the slab over the drain gully and replacing it with a locally produced secondary grid of the same size and depth; the drain pipework has also been unblocked. This has maximised the drain’s capability to accommodate a surge water flow and the drain now runs freely in relatively heavy rain. The poor drainage was compounded by water run-off from the highway due to*

blocked drain gullies uphill. Some have been cleared using local effort and resources; however the drain gully causing the major part of the problem remains blocked. HCC Highways has been notified of an Urgent tasking to clear this drain gully and proposed solutions that divert from the entrance to the AAWMH the rainwater falling on the highway. The Clerk will monitor the situation and report back to the Council at the next Meeting

ACTION: Clerk

- (b) **Recreation Ground.** *The Clerk is required to complete a periodic safety examination of all Children's Play Equipment located within the grounds of the AAWMH. During this recent examination the Clerk concluded that the Equipment is deteriorating due to the effects of shade, debris from the trees and bird fouling. This was referred to the Chairman and it was decided to recommend to the next meeting of the Council that the Slide and Infant swings could be moved to a cleaner, open location for consolidation into the new Children's Play Area. This proposal will be brought to committee at the next meeting.*

ACTION: Clerk

- (c) **Trees.** *The Clerk met with the Tree Warden, and subsequently, with a specialist Tree Surgeon to solicit advice on the condition of the large Oak tree at the rear of the AAWMH. The lower limbs of the Oak Tree are overgrown causing the whole area behind the kitchen to be dark and the paths to become mouldy due to the lack of sunlight. Further, the seasonable fallen debris of leaves and twigs is blocking the guttering which has overflowed; cleaning out the guttering is now a regular maintenance task. Furthermore, some of the medium -to-upper branches have died and present a safety risk below. The Clerk is to bring this to committee at the next meeting. Subject to the approval by the Council and the Chairman of the AAWMH, the Clerk will engage the TVBC Arboriculturalist to advise on ways to address the problems caused by the tree's growth whilst ensuring the tree continues in good health.*

ACTION: Clerk

- (d) **Stage Lights** *Grants from HCC and from TVBC have been received. Purchase of lights has been authorised and is being completed by the AAWMH as advised by Abbotts Ann Players. A formal presentation of grants with a photo-shoot is being organised to include our HCC and TVBC Councillors, The Chairmen of the Abbotts Ann Parish Council, The AAWMH and AAPlayers. An article should appear in the December copy of the Parish Magazine.*

ACTION: Clerk

o. Abbotts Ann Community Website

Representation: Mr Saunders - Webmaster

i. **Actions Brought Forward:**

- (a) **Min 4/99 n.** July/August Report. Report not received. (*See Below*)
 (b) **Min 4/99 n.** Advice on the further development and management of website
 Advice awaited. (*See Below*)

ii. **September Report:**

- (a) The village Webmaster, Mr K Saunders, was welcomed and thanked for all his efforts in upgrading the website. The Clerk commented that he must have incurred some expenditure in doing this for the village, and that he could

possibly be refunded. Mr Saunders was requested to forward to the Clerk a list of expenditure made on behalf of the Village in setting up the new website.

ACTION: Webmaster

Clerk's After Note: Each year for the last few years the Council has contributed between £200-300 towards the running costs of the web site. The monthly running cost of the new web site is about £25. The Webmaster has purchased several software packages which he has funded as part of his contribution to the village. It is recommended that a sum of £300 is paid to the Webmaster as reimbursement of running costs for this year and for the Year 2015/16. The Treasurer is requested to arrange this payment for authorisation at the next Meeting and to include this cost in the Budget for 2015/16.

ACTION: Treasurer

- (b) Mr Saunders stated that he had set up the original website, and had written the software for the village email system. Mr Saunders had since adapted the site to incorporate modern, easy-to-use, interactive facets. He was looking after several domains with the Abbots Ann name, the domain “abbottsann.com” having been given by villager Prof Gibson for the village use. Mrs L Haigh was the Editor, helping people to post information.
 - (c) Mr Saunders presented a range of statistics on the use of the site - for example, there had been over 5,000 searches on Google for “Abbots Ann Fete”. The Council was very grateful for all the hard work and expertise in creating such an attractive and useful asset for the village.
- iii. **Matters Arising:** After the meeting Mr Saunders summarised the developments of the website and the current issues associated with using the website:
- (a) **Developments.** The original website was setup in 1999 running on a UNIX server and it subsequently won an award twice; however, technology has moved on a lot and it was time for an update. The old website was built using HTML and JavaScript. This meant that the Webmaster was the only person who could do the updates. When deciding how to implement the new website it was clear the new system must allow Users around the Village to make independent updates to the Village site. In today’s web-enabled world this is called a CMS system and that is what The Webmaster has built using a framework tool called *WordPress*. The website now runs on a LINUX server with a very high speed Internet link which allows a large number of Visitors. The new website can now be viewed on a desktop PC with any size screen, mobile phone, iPad and almost all other devices. When the site is opened in the browser it automatically checks screen size and changes the display to fill the screen. The overall technical management and control of the web site and its server remains with the Webmaster.
 - (b) **Web-Based Applications.** Also integrated into the new website is a software package called *Mailpoet* which creates the new Village Email distribution system; the system allows users to know who has opened and read their distributed emails. Anyone who has a login account with “Author” permissions also has full use of the *Mailpoet*. Any Author who uses *Mailpoet* can also send emails and newsletters out in someone else’s name with their email address, if required.

- (c) **Community Information.** The Webmaster reported that some supporters of the Parish Magazine are less willing to share with the website the information provided to the Magazine (perhaps because it relates to a loss of income). This has been a long-standing issue that now needs to be addressed. The Webmaster recommends that once a new month's magazine is published and distributed, then the previous month's magazine should be added to the website. So far, three back issues have been uploaded onto the website. The Editor of the Parish Magazine does have an account on the website to allow the magazines to be added.
- (d) **Security of Personal Information.** Some members of the village are concerned about publishing their personal email address on-line, and for this reason the webmaster can now provide a full email mailbox or just forwarding to your private email address from addresses in the form:

Firstname.surname@abbottsann.com

Firstname.surname@little-ann.co.uk

Village members wishing to take advantage of this facility should contact the webmaster.

- (e) **Contributions from Village Groups.** The biggest problem is getting contributions from the various Village Groups in a timely manner added to the web site. Mrs Haigh (Editor) has been/can provide assistance to these groups to add their own contributions to the website, rather than her edit the postings.
- Clerks After Note: The Webmaster has setup website logins for all the Village Groups, but very few Group contacts have even tried to login and certainly additions to the site continue to be made by the Webmaster and Mrs Haigh. The Webmaster plans once again to email all these account holders to ask them to provide updates in a timely manner.*
- ACTION: Webmaster**

- p. Countryside Group Representation: Mrs J Moon (Group Member)
- i. **Actions Brought Forward:** None
 - ii. **September Report:** Mrs Moon, from the floor, reported that the Group was now very depleted, and there was no Chairman. The Group was pursuing the idea of new footpaths and tree planting. There would be a Footpath Walk on 15 Nov 2014, and another Wildflower Walk next spring, with possibly a further visit to the Watercress Beds. Until a formal Chairman was appointed, the Group was continuing on an ad hoc basis.

14/113 **ITEM 8** **Finance & Contractual Matters**

- a. Treasurer's Briefing. The Treasurer had attended a seminar run by HALC on Finance for Parish Clerks and Responsible Financial Officers (RFOs) on 18 Sep 2014. This provided a great deal of useful information and guidance on legislation and procedures particular to local councils, as opposed to general accountancy. A number of areas were identified where this Council may need to clarify its position and this is part of the work currently being undertaken by the RFO. For example, the legal ownership of the War Memorial Hall and the terms of the lease of the

pavilion to the Sports Field need to be considered, as do the potential ramifications of VAT. For the meeting the Treasurer had prepared a detailed Brief; however, as time was short, the Treasurer summarised the information and distributed a hard copy of the detailed Brief to all Councillors.

b. Clerk's Contract.

i. **Actions Brought Forward**

(a) **Min 14/97d Clerk's Contract.** Contract is to be signed. (*See Below*)

- ii. **Salary.** The Treasurer and the Chairman reported that a careful analysis of the Clerk's job had been made, using the official NALC Profiling and under advice from HALC and the SLCC. This uses standardised impersonal criteria for assessing the requirements of the position, whether the post is for clerk in a small parish or a large town. It takes account of the knowledge required, the budgetary parameters, staffing levels, etc. Following these procedures leads to a quantifiable formula for salary basis. Once this is established, the assets the candidate brings to the post in terms of experience and qualifications can be added to the equation, but only within limits defined by the established requirements of the job. On this structured basis it has been determined that the new Clerk's starting salary should be based on Spinal Column Point (SCP) 29 under the National Salary Award for Local Council Clerks. This equates to the same level of salary as the previous Clerk.

The RFO and Chairman, having been tasked by the Council to negotiate a contract and salary with the new Clerk, recommend that the Council adopt this proposal. If this is agreed, the new Clerk will be remunerated pro rata as from 11 Sep 2014, the first payment being due 1 Oct 2014. It was **resolved** to adopt this proposal.

Proposed: GW Seconded: RB

- iii. **RFO Responsibilities.** It has become apparent that there is a considerable amount of work involved in absorbing the requirements of the job and setting up new systems and procedures commensurate with new legislation and financial regulations. There are also several avenues where clarification of the Council's position is needed. For this reason, it was suggested that the present RFO continue in post until the end of this calendar year, to assist the new Clerk with establishing a smooth working practice that will be transparent to regulators and public alike. After this, the Clerk will absorb the office of RFO, as was the position in this Parish until this summer. It was **resolved** to accept this arrangement for the continuance in post of the current RFO until the end of the calendar year.

Proposed: GW Seconded: RB

- iv. **Signature of Contract.** The Clerks contract was passed to the Clerk for signature.

ACTION: Clerk

c. Authorised Payments and Authorisation of Invoices

- i.
- Payments:**
- The following authorised payments have been made since the last meeting:

<u>Chq</u>	<u>Payee</u>	<u>Details</u>	<u>Minute</u>	<u>Amount</u> (£)
862	Fete Committee	Insurance	14/100 b.ii	320.00

- ii.
- Invoices:**
- The following invoices/payments were authorised by the Council:

<u>Chq</u>	<u>Payee</u>	<u>Details</u>	<u>Proposed PW</u>	<u>Seconded BS</u>	<u>Amount</u> (£)
863	R Griffiths	RFO net salary	Sep		280.00
864	A Stokes	Clerk net salary - part	Sep		205.33
865	PAYE 2nd Quarter	Tax deducted from salaries	Jul/Aug/Sep		265.00
866	HALC	Finance Seminar			60.00
867	D Murphy	Grass Cutting	Sep		90.00
868	A Peters	Clerk net salary - part	Sep		485.94

- iii.
- Expenditure Liabilities and Expected Income:**
- The following non-routine payment liabilities and expected income for the next month were notified to the Council:

i. **Actions Brought Forward:**

- (a)
- Min14/100b.i.**
- Children's Play Area. Payment to Mr A Rose of £360. Invoice for work done to be received and payable on authorisation at the next meeting.

ACTION: Treasurer

- (b)
- Min 14/100b.i**
- Children's Play Area. To establish the current status of the Section 106 funding for this expenditure. This has been established. Full details are reported at ITEM 10e. Sufficient funds exist to cover the current invoices
-
- Clerk's After Note: Cllr Bone has been requested to estimate the further funding needed to complete the original project and notify the requirement to the Clerk.*

ACTION: Cllr Bone

- (c)
- Min 14/100b.ii**
- Brown Signs. Payment of £362.08 to cover the residual element of the cost of producing traffic signs for the Village Shop and for the Eagle Public House. Before authorising the payment of the residual £362.08 the Council needed to be assured of the legitimacy of this payment. The Village Shop Committee was invited to comment on the proposed funding arrangements.

*Clerk's After Note: John Murray, the internal auditor, telephoned to confirm that payment for signs advertising the village shop will be permissible. The Treasurer is requested to obtain written confirmation of this agreement.***ACTION: Treasurer***Mr C Davis, on behalf of the Village Shop Committee has confirmed that the figure required from the Council is £362 and he is completing the application to TVBC for their matched funding of £462. Payment by the Council is deferred until requested by Mr Davis.***ACTION: Mr Davis**

- (d) **Min 14/100b.iv.** AAWMH Stage Lighting. A sum of £1000 was earmarked to assist in funding the improvements to the stage lighting in the AAWMH. This assistance is dependent upon the collective match funding by Test Valley Borough Council and Hampshire County Council.

Clerk's After Note: Funding is all in place but, for ease of accounting and subject to the approval by the Council, the component to be funded by the Council will be £1321. This payment is to be authorised at the next meeting.

Carried Forward

ACTION: Clerk

iv. **Matters Arising:**

- (a) **VAT.** A VAT refund was applied for at the end of July. Currently the HMRC has a backlog of work and is only working on the summer returns. Further, the Council needs to confirm its VAT registration status.

ACTION: Treasurer

- (b) **Budget.** The Treasurer is working on the draft budget for presentation at the next meeting, in preparation for the Precept demand, which needs to be submitted around the end of the calendar year.

ACTION: Treasurer

14/114 ITEM 9 Correspondence

- a. Correspondence to the Parish. Further to the correspondence referred under other ITEMS of these Minutes, the following correspondence has been received by the Parish this month from outside organisations:
- i. **Mobile Library.** The Clerk had received notice of the reduction in mobile library stops and changes of its route:
 - (a) In January 2014 the Libraries and Information Culture, Communities and Business Services of HCC notified all Town and Parish Councils in the County of the reductions in budget the Library Service has to make by the end of March 2015. The Library Service needs to reduce its budget by £300,000 and proposals included reducing the Mobile Library Service (MLS) by taking out the least well-used stops. The MLS currently visits 345 stops across the County, and HCC was planning to reduce the number of stops by 115. There was a three month consultation on the proposed reduction and this resulted in a reprieve of 17 stops; thus the reduction will be 98 stops.
 - (b) The recommendations for changes to the Library Service, including those for the MLS, were approved by HCC's Executive Member for Culture, Recreation and Countryside on 16 Sep 2014. Further details of all the changes to the Library Service including the Culture and Communities Select Committee report can be found via the library web pages: www.hants.gov.uk/library.
 - (c) As a result, the 98 stops affected will cease to have a visit by a mobile library from 01 Jan 2014. In addition it is likely that the majority of stops remaining will be affected in some way as new routes and timetables will be required across the board. Details of these changes will not be available until late autumn 2014.

- (d) Customers at the stops affected will be informed of the changes by the Library Service and given suggestions for alternative ways of accessing the service, such as the location of the closest remaining mobile library stop and the Home Library Service. The latter is for customers who, due to disability or frailty, can no longer travel to a library or mobile library.
- (e) The stops that are relevant to the Parish of Abbots Ann to be retained are: Anna Valley (Highbury Road) and Middle Wallop (Army Camp)
- (f) The stops that are relevant to the Parish of Abbots Ann to be withdrawn from 01 Jan 2015 are: Amport (Sarson Close); East Cholderton (Bus Stop); Kimpton (Village Hall); Leckford (Stores); Nether Wallop (Old Butchers Arms); Upper Clatford (Above Town); and Wherwell (White Lion).
- ii. **Crime.** The Clerk reported on very helpful updates he was regularly receiving from the police. He would discuss with Mr C Davis, the Neighbourhood Watch Co-ordinator, to see how this could best be disseminated through the village.
- iii. **New Legislation - The Openness of Local Government Bodies Regulations 2014.** The Clerk reported the details of new legislation on the lifting of restrictions on the recording (video and audio) of public meetings. The details have been distributed to all Councillors and Officers for information when attending public meetings in the Parish or on behalf of the Parish. The parts of the new legislation that are relevant to local councils and the explanatory document is available at:

<https://www.gov.uk/government/publications/open-and-accountable-local-government-plain-english-guide>.

The following actions have been recommended:

- Adopt a policy that makes provision for the new regulations.
- Suspend the application of NALC Model SO3L [or similar] at council and committee meetings until such time as it has been replaced.

ACTION: Chairman

- Update standing orders to incorporate the new provisions to replace NALC Model SO3L (or similar)

ACTION: Clerk

NALC has not yet provided a Model Standing Order to replace SO3L, but it may do so in the future. In the meantime we have been recommended to draft our own revised Standing Order.

b. Feedback From External Meetings

- i. **Test Valley Association of Parish and Town Councils.** The Clerk reported the recent meeting of the Association. Of particular note was the update given at the meeting by Mr Steve Lees, Head of TVBC Planning Policy and Transport Department:

- (a) **Revised Local Plan.** A summary of progress and timelines.
- (b) **Gypsy and Travellers.** TVBC is required to assess and meet the accommodation needs of gypsies, travellers and travelling show people (under the Housing Act 2004 and Planning Policy for Traveller Sites 2012). Taking into account the existing permanent provision

there was a need to identify additional site(s). The first round of consultation will be reported upon by the end of the year. Some sites have already been allocated but it is likely another 5 will be needed in the Borough. These could be both public and private sites.

- (c) **Community Infrastructure Levy (CIL).** The Draft Charging Policy had now been drawn up and was currently subject to consultation. When TVBC collects any levy, 15% will be given to the Parish Council for the area in which the building permission is granted. Any Parish with a Neighbourhood Plan will receive 25%. A meeting will be held to discuss the mechanism for transferring funds once the policy is adopted. The CIL would only apply to new builds. There would be greater freedoms for Parish Councils when spending the levy and finer details would be provided in a meeting following the adoption of the policy.
 - (d) **Neighbourhood Plans.** Neighbourhood Planning was provided by the Localism Act 2011. The decision to prepare and undertake a Neighbourhood Plan would lie with the Parish Councils. Two areas, Charlton and Romsey had now received agreement to their requests for neighbourhood plans. TVBC would administer and manage the formal stages of the preparation process, but the scope and content would be the responsibility of the Parish Council. [*The difference between a Parish Plan and a Neighbourhood Plan is: A Parish Plan links to schemes within Parishes such as access plans, or the siting of play equipment; a Neighbourhood Plan links directly to planning and is a recognised legal document in this process*].
 - (e) **Recent Flooding.** Following a review of the aftermath of flooding in the spring of 2014, TVBC is working together with the Environment Agency and HCC to take action to assist with problem areas. A great deal of work was scheduled to clear ditches and areas where water funnels into small spaces. Plans were also being drawn up for capital projects when funding becomes available.
- c. Correspondence within the Parish. Further to correspondence referred under other ITEMS of these Minutes, the following correspondence has been received this month from members of the Parish:
- i. **Concrete Spills on roads within the Village.** Mr Kelly alerted the Council, TVBC and HCC to unsightly white trails on some of the main roads within Village. Mr Kelly presumed the spills were concrete from a contractor undertaking work within the Village. The Clerk investigated the issue and reported back to Mr Kelly, TVBC and HCC that the trails were not concrete but chalk slurry from an excavation at Brook Cottage for the siting of a new domestic collecting tank. The workmen at the site apologised for the spillage, but it was appreciated that there was little that could be done to prevent it (the wet weather caused the slurry to dribble out of the exposed back of the pick-up truck transporting the soil and chalks away from the site).The Clerk contacted the TVBC Highways (Road

Sweeping department) and arranged a supplementary sweep of the affected roads. The Clerk responded to TVBC thanking the department for its swift response. The Clerk thanked Mr Kelly for his continued interest in Village affairs. **Closed**

ii. **Rubbish next to the 343 Highway.** Mr Kelly alerted the Council, TVBC and HCC to some fly tipping (a bath), some dumped road surfacing material and some macerated paper waste on the verges of the A343 and in the layby indirectly opposite the Poplar Farm Inn. The Clerk investigated the issue and reported back to Mr Kelly, TVBC and HCC. The bath has been removed; the road surfacing material remains and is there to assist in the filling of small potholes; the macerated paper was a result of a delay occurring between the activities of the TVBC Litter Pickers and the HCC Verge Cutters. Normally these activities are better synchronised so as to avoid the maceration of litter; the incident reported by Mr Kelly was considered to be an abnormal occurrence. The Verge Cutters are not required to clear any cuttings from the verge. The Clerk thanked Mr Kelly for his continued interest in Village affairs. **Closed.**

iii. **Boundary Map of Abbots Ann (Website).** Mr Leonard of Anna Valley contacted the Council through the website. The web-message commended the revised website but reported that the descriptive map is inaccurate in that it did not show Mr Leonard's domicile area, Kings and Gilberts Mead, as part of Abbots Ann. Mr Leonard commented that "...Whilst it may be convenient to exclude it for simplicity, it does not present an accurate description of the village..." and "...Aren't the Clatfords and Anna Valley surrounding villages?..." The Clerk has responded to Mr Leonard reassuring him that the Council is most conscious that his area of residence is part of the Parish, although the A343 does present a false boundary and that action will be taken to correct the error(s) on the website map.

ACTION: Clerk & Webmaster

iv. **Burghclere Down.** The Clerk has written to the nominated representative of Burghclere Down Community to request attendance at the Council meetings and a report covering the activities of the Community and the Residents Association.

d. Correspondence From The Parish. Further to correspondence referred under other ITEMS of these Minutes, the following correspondence has been sent this month from the Parish to outside organisations:

- i. **TVBC Planning and Building Services.** The Clerk has written to the TVBC Head of Planning and Building Service to establish the level of Section 106 funds generated by Developer contributions that can be assigned to new projects within the Parish. The detail in the response from TVBC has been distributed to all Councillors requesting their views on how these funds can be best spent and is awaiting the response from Councillors. A caveat is that some of the funds are to be spent within a 10 year window, and may not be immediately available to the Parish unless a priority case is presented and upheld. **ACTION All Councillors**
Clerk's After Note: The majority of correspondence relevant to the Council's work is received electronically by the Clerk and distributed by email to Councillors and specific Officers. In an attempt to limit the huge volume of information on electronic

circulation, the Clerk is soliciting from each Councillor the type of information (by subjects and originators) that they require.

14/115 ITEM 10 General Discussion

a. Priorities for the Council's Programme of Works

- i. **Overlap of Responsibilities.** The Clerk reported that, from his perspective and short time in the post, there appeared to be an overlap of responsibilities for managing certain issues. This impression was gained from the many reports from Parish Organisations which appear to be raising and addressing similar issues. The Clerk felt that a clearer definition of responsibilities and interests between each Parish Organisation, Officers and Councillors would enable a better cross-flow and vertical flow of information, a clearer understanding of delegated responsibility and methods to move issues forward to fruition in a more structured manner. The Clerk explained that he was preparing a list of Works so that items could be prioritised by the Council and effort apportioned correctly within a Village Action Plan. It would then be made public so that the Parish would easily be able to see what is happening currently, the planned activity, and the particular responsibility of individual Councillors.
- ii. Mr Lucas informed the Clerk that the Council had approved the principle of a Village Action Plan which would define terms of reference /objectives / responsibilities for projects and which the Council would oversee. This Plan has yet to be initiated. The Clerk was requested to convene a meeting to review progress in setting up a Village Action Plan and for reporting progress at each meeting of the Council.

ACTION: Clerk

Clerk's After Note. A meeting with the Clerk, Mr Lucas and Mr Tayler is taking place on 3 Nov 2014 to discuss a Village Action Plan. The report from this meeting will be presented to the next meeting of the Council for discussion under the ITEM addressing the Priorities for the Council's Programme of Works

ACTION: Clerk

b. Name, Use and Management of the Old Primary School Playing Field The name, use and management of the old primary school playing field, known informally as Manor Close Playing Field, was considered.

- i. **Name.** As the meeting had already extended beyond the usual time allowed, it was decided, with the agreement of Mrs Dixon, who had come on behalf of Abbots Ann Green Action to discuss plans, to defer detailed deliberation until the next meeting. However, the Clerk expressed the view that although ideas for long-term arrangements with the field did not have immediate urgency, it was important to establish in people's minds as soon as possible that the field was for the whole village, not just for the surrounding residents, nor just for "playing". Thus, a decision on the name of the field should be taken as soon as possible. As the Council was the lessee and manager of the field, it was acceptable that they decide this without further delay. A new name for the field was suggested by the Clerk to align with its new status. It was therefore resolved to offer the name "Abbots Ann Village Green ("The Village Green" in

abbreviation) as the future name for this field. It was felt that this reinforced the idea of the field being an asset for all villagers, and that it was their “space”.

Proposed: DP Seconded: GW

This resolution is to be confirmed with Hampshire County Council before formal adoption.

ACTION: Clerk

Clerk's After Note: Hampshire County Council (Legal department) has subsequently expressed contentment at the name, and independent legal advice taken by the Chairman states that whilst “Village Green” can have a specific legal meaning, it is also a general term, and there is no reason why a piece of land cannot be referred to as the Village Green. “Passing-off” (trying to make something appear to be something it is not) does not apply to areas of land and naming the land as the Village Green is not in any way misleading.

- ii. **Use.** The optimum use of the field is an important matter and will very much determine the layout of the area. The Chairman reminded everyone that although ideas for the field’s use were welcome, the Council was bound by the terms of the lease. For instance, the Council was prohibited from allowing allotments on the land. Cllr Bone commented that children were enjoying using the field for football. As an initial step to further engage the community, the requests for suggestions on the use of the field are being solicited through the Parish Magazine and the web mail. A wider consultation process will take place over the next 2 months; and thereafter the plans for the layout of the field will be developed under a similar process guided by a professional designer. The Clerk would send out a summary of developments to Village Group leaders, so that they could liaise with their members.

ACTION: Clerk

- iii. **Management.** Until the future use of the field has been decided in conjunction with community views, its Management will remain with the Council.

c. Village Plans for Remembrance Sunday and Armistice Day

i. **Actions Brought Forward:**

- a. **Min14/102b.** Armistice Day. Commemorative activities for the 100th anniversary of the start of WW1. No information has been provided by the lead Councillor. In view of the limited time before Armistice Day (11 Nov) and Remembrance Sunday (9 Nov) at the last meeting Councillors were requested to consider the matter out-of-committee so that it could be tabled for detailed discussion at this meeting. No recommendations have been provided by any Councillor at the meeting nor any Councillor absent from the meeting.

- ii. **Actions Arising:** The Clerk said it was necessary to confirm plans at this meeting to ensure all was in place by November. He suggested it was important that the children, who had undertaken considerable research for the World War 1 exhibition, should continue their involvement in the commemorations by setting up the exhibition in the War Memorial Hall for Remembrance Sunday. It was suggested that after the Remembrance Sunday service at St Mary’s Church, the congregation should process to the War Memorial Hall for refreshments and a review of the World War 1 exhibition. The Chairman and Clerk would talk to the PCC, the W.I. and the Headmistress of the school. This

matter could not be addressed further at the meeting. The Clerk agreed to research the matter and report back to the Council.

Clerk's After Note: The Clerk has consulted the Church Warden, Mr G Howard, on suitable activities to commemorate the Centenary of the beginning of World War 1. The view of Mr Howard was that there was no need for another commemoration as one had already taken place on 04 Aug 2014. Previously Mr Howard had registered the concerns of parishioners over any changes to the normal procedures conducted on Remembrance Sunday at the Church.

*In the absence of any arrangements resulting from the planning process that was initiated well over a year ago, the Council reluctantly decided not to make any special commemorative arrangements for the anniversary. **Closed***

d. Churchyard and Burial Ground

i. **Actions Brought Forward:**

(a) **Min 14/84d.** Fences and Signs. Repairs to the Burial Ground Fence Covered under **Min 14/97a.xv** below. **Closed.**

(b) **Min 14/97a.v** Burial Ground Extension. Advice from the Church Warden on the status of the area of the Burial Ground. This matter could not be addressed at the meeting. The Clerk agreed to research the matter and report back to the Council.

Clerk's After Note: The Clerk has consulted the Church Warden, Mr G Howard and then the Rector, Rev D Broad, to establish which areas of the Churchyard and Burial Ground were consecrated and how to proceed with consecrating those areas which were not consecrated. Neither the Warden nor the Rector could be certain of the status of the areas. The Rector stated that because suicides or people of other faiths have been buried in the Churchyard, there would be no reason for any area to be left un-consecrated. The matter was referred to the Diocesan Registry. The response from the Registry follows:

“Further to our conversation earlier please find attached the two plans relating to the consecration of the areas of land adjacent to St Mary's churchyard. It is clear from the documents that this is a Parish burial ground and not a churchyard. The landowners are listed as the Parish council and not the incumbent. It does therefore make more sense that an area was set aside not to be consecrated and for the burial of those that wished to be interred in non-consecrated ground. Many Parish councils have such areas. This means that particular area does not fall under Faculty jurisdiction and does not come within the Chancellor's regulations for memorials. Certainly we would not deal with a grave space reservation in that area “

*The interpretation of this is that the Parish Council owns the area and it is up to the Parish Council to decide how much of the area should remain un-consecrated and that will depend on an estimate of uptake. Clearly the un-consecrated area could be considerably reduced to accommodate the different need. **Carried Forward** **ACTION: Clerk***

- (c) **Min 14/97a.vi.** Churchyard. Review of the Maintenance Plan. This matter could not be addressed at the meeting. The Clerk agreed to research the matter and report back to the Council.

Clerk's After Note. A meeting took place on 26 May 2014. The representatives at that meeting were The Church Warden, The Chairman, Clerk and Treasurer of the Council. Items were discussed as to whether they should form part of the proposed Faculty application for a 5 (or 10) year Maintenance Plan for the Churchyard and/or as needing immediate action. It was agreed that a further meeting was required to agree the detail of those items to be included in the Maintenance Plan. The meeting date would be determined after a "Tree Meeting" with TVBC. [This took place on 3 Oct 2014 and is detailed below.] The headline subjects for the Maintenance Plan were: Church Path (removal of nettles, repair to railings and overhead branches); Trees and Bushes in the Churchyard (removal and pruning) Graves (removal of ivy and overgrowth); Paths (cleaning, resurfacing and re-routing of electric cables); Lime tree and Yew trees (Felling); and Rainwater Sumps and Soak-Aways (increasing current capability). The Clerk is to work in conjunction with the Church Warden to establish a Maintenance Plan with agreed funding responsibilities. Progress in developing and implementing this Maintenance Plan is to be monitored by the Council at each Council meeting from December onwards.

ACTION: Clerk

- (d) **Min 14/97a.xv.** Burial Ground Fence and Gate. The Fence and Gate have been repaired. The Response from the Rector was: "...I was grateful to see the work being done on metal fence last week which smartens everything up considerably...". **Closed**

- (e) **Min 14/103a.i** Churchyard Trees Overgrown Lime Tree. The Chairman reported that the Lime tree adjacent to the eastern end of the Church is overgrown and needs cutting back to prevent it further affecting the structure of the Church. This matter could not be addressed at the meeting. The Clerk agreed to research the matter and report back to the Council.

Clerk's After Note. An informal meeting took place on 03 Oct 2014 at the Churchyard to discuss issues raised by the PCC Architect in connection with trees and their impact on the structure and fabric of the Church. The Representatives at this meeting were The Chairman, Treasurer, Tree Warden and Deputy Tree Warden (from the Council), Church Warden (from the Church) and the Arboriculturalist (from TVBC).

The minutes from that meeting will provide the basis for the Trees section of the Maintenance Plan as detailed previously. The main issue from the meeting was the work required on the Lime tree at the eastern end of the Church and two Cherry Trees. An application for Tree Works has been completed and submitted to TVBC (14/02412/TREEN registered 10 Oct 2014). **Carried Forward**

ACTION: Clerk

- (f) **Actions Arising:** None to report.

e. Children's Play Areai. **Actions Brought Forward:**

- (a) **Min 14/84b.** Invoice for Oak Benches. The invoice has been received and payment is pending authorisation from the Council. **Closed.**
- (b) **Min 14/97a.xxiv** Section 106 Funds for Recreation Ground. Investigation of additional Sect 106 funds for the Play Area. This matter could not be addressed at the meeting. The Clerk agreed to research the matter and report back to the Council.

ii. **Actions Arising:** None to ReportClerk's After Notes:

- (a) **Financial:** *Further to discussions with TVBC the current allocation for the project is £6847.03. This means that there is about £120 yet to be spent on the project and this will probably fund the installation of the secure drain covers. Information to support the Section 106 claim to TVBC is being consolidated.*

ACTION: Clerk and Cllr Bone

- (b) **Equipment and Siting:** *Some of the construction matters remain outstanding and are in the process of being completed; these are:*

- *The fitting of secure covers to the two drains inspection points*

ACTION: Chairman

- *The fitting of a child-proof catch on the entrance gate.*

ACTION: Chairman

- *The purchase and fitting of cushioning below the Climber.*

ACTION: Cllr Bone

The cushioning will be an additional cost to the project. This was authorised by the Chairman as an essential expenditure. This additional cost will be added to the Section 106 claim.

ACTION: Clerk

- (c) **Legislative Compliance.** *Some of the requirements of European Standard EN 1176 & EN1177 need to be confirmed.*

ACTION: Clerk

- (d) **Outstanding Matters.** *Cllr Bone will be providing an update on the outstanding matters at the next meeting.*

ACTION: Cllr Bone

14/116

ITEM 11

Any Other Business / Public Participation

- a. Wider Recruitment of Parish Councillors. The Parish Councils of 5 county associations, including HALC have joined forces in a joint initiative to enhance the recruitment of Parish Councillors and bolster democracy in Britain's Parishes. There is a drive to encourage people with a diversity of backgrounds and talents to participate in local politics. The first step towards the aim of recruiting volunteers to become Parish Councillors is to ensure that the issue gets aired in Parish Council meetings. The Council is required to nominate a Councillor who is to assume the lead on the subject. A volunteer for this responsibility is requested

ACTION: All Councillors

Due to the extended length of the current meeting, discussion on this matter was deferred to the next meeting. **Carried Forward**

ACTION: Clerk

- b. Better Communications. The Clerk briefly outlined his proposals to improve communications to the Parish on the activities of the Parish Council. He outlined changes to the content of the Minutes produced from the meeting so that there is better visibility on the progress of Actions assigned from each meeting, and more detail showing what the Council has done, is required to do, is doing and intends doing. The Clerk also outlined his proposals for refreshing the Council’s notice boards and ensuring that the information regularly displayed on the notice boards remains current, relevant, easy to understand and interesting. The Clerk will provide further details at the next meeting. **ACTION: Clerk**

- c. New Timings For Meetings. The monthly meetings of the Council will commence at 1900hrs and would be limited to 2 hours. This change to a later start time is to accommodate the time constraints of Councillors and Officers who have conflicting commitments (employment and domestic).

- d. Visiting Speakers. The programme of visiting speakers is a valued addition to Council business and not only increases awareness but also better facilitates the two way flow of information. However, recent very interesting presentations have meant that the routine business of the Council cannot be covered without extending the meetings to an unreasonable finish time. This has brought into question whether or not these presentations should continue. The Chairman believes the continuance of this programme is essential.
Clerk’s After Note: Future presentations could be scheduled for 30 minutes before the normal start time of the Council meetings or conducted on an alternative date at a time convenient to the maximum numbers of Councillors and Officers. Councillors are requested to consider this out-of-committee for discussion and closure at the next meeting. The discussion will also include establishing a “wish list” of future topics and presenters.

ACTION: All Councillors

14/117 ITEM 12 Next Meeting

The next meeting of the Council is scheduled for 1900hrs Thu 06 Nov 2014 in the Abbots Ann War Memorial Hall, Abbots Ann. *** **New Start Time*****

The Meeting closed at 2230hrs.

Signed.....

Date.....

SUMMARY OF OUTSTANDING ACTIONS
FROM THE MEETING OF THE ABBOTTS ANN PARISH COUNCIL
HELD ON THU 02 OCT 2014

Ref	Subject	Action	Owner
14/109.i.	B/F - 14/84.f. Obstruction of Footpaths	Card for delivery to residents whose hedges obstruct the footpaths	Cllr Oram
14/109.i.	B/F - 14/84.g.. Primary School	Establishing a closer relationship between the School and the Council	Cllr Bone & Clerk
14/109.i.	B/F - 14/88.b. Purchase of Mower	Disposal of old mower and realise of any scrap value.	Cllr Sims
14/109.ii.	B/F - 14/92.d.i. School Travel Plan	Place matter as a priority on Council's programme of work	Clerk
14/109.ii.	B/F - 14/92.d.ii. Parking	Place matter as a priority on Council's programme of work	Clerk
14/109.ii.	B/F - 14/97.a.i Highways & Drains	Preparation of brief for HCC and TVBC Highways visit to village	Clerk
14/109.ii.	B/F - 14/97.a.ii St John's Cross	Safety issues to HCC and TVBC Highways prior to visit to village	Clerk
14/109.ii.	B/F - 14/97.a.iii Sports Field Extension	Aspirations to extend area for enhanced facilities	Chairman
14/109.ii	B/F - 14/97.a.viii Cycling on Church Path	Measures to enforce the <i>No Cycling</i> byelaw	Clerk
14/109.ii.	B/F - 14/97.a.x Lengthsman Tasks	Provision of Lengthsman for the cutting and clearing within the Parish	Clerk
14/109.ii.	B/F - 14/97.a.xi Welcome Packs	Provision of Welcome Packs for new residents	All Parish Cllrs
14/109.ii.	B/F - 14/97.a.xix Asset Register	Update to reflect purchases & depreciated values of existing property	Treasurer & Clerk
14/109.ii.	B/F - 14/97.a.xxi Kerb Opposite Village Shop	Lowering at the crossing point on grounds of pedestrian safety	Clerk
14/109.ii.	B/F - 14/97.a.xv Burial Ground Fence and Gate	Repairs	Chairman
14/109.ii.	B/F - 14/103.a.v Trees & Hedges - Manor Close	Provision of a statement of work needed	Tree Warden
14/111.a.i.(a)	B/F - 14/94.a.i HCC Highways	Copy of the latest Organisation Chart & Info for Project Registration	Cllr Gibson, HCC
14/111.a.i(e)	B/F - 14/101.d. HCC TV Passenger Tpt Forum	Representation at next meeting 6 Nov 2014	Clerk
14/111.a.ii(b)	St John's Cross	Parish's request to HCC for priority action	Cllr Gibson, HCC
14/111.a.iii.	Parish Work Programme	Consolidation of Issues and pass to HCC	Clerk
14/111.b.i.(e)	Barred Routes Fines Fund	Question to TVBC Cabinet ref use of funds - St John's Cross	Cllr Stallard
14/112.a.ii	Burghclere Down	September Report. Not Received	Burghclere Down
14/112.b.ii.(a)	AAA. September Report. Revised Local Plan	Decision on further written representation to Inspector	Mr Lucas , AAA
14/112.c.i.(a)	B/F - 14/99.b.ii. AAV Report	Review of AAV Report and Respond to AAV	All Cllrs
14/112.c.i.(b)	B/F - 14/99.b.ii.(b) Housing Strategy	Direction on need to develop a Housing Strategy	All Cllrs
14/112.c.i.(c)	B/F - 14/99.b.ii.(c) Footpath into Andover	Preparation of Lease and negotiation with landowner	Mr Lucas, AAV
14/112.c.i.(e)	B/F - 14/99.b.ii.(e) Footpath into Andover	Availability of Sect 106 funds to support the construction of footpath	Clerk

14/112.c.i.(f)	B/F - 14/99.b.ii.(f) Footpath into Andover C/F	Provision of wheelchair friendly “kissing” gates	Footpaths
14/112.c.i.(g)	B/F - 14/99.b.ii.(g)Footpath into Andover	Investigation of the TVBC Cycle Strategy . Legal implications	Clerk
14/112.c.ii.(a)	B/F - 14/99.b.ii.(b) Housing Strategy	Conducting the Survey	Clerk
14/112.c.i.(i)	B/F - 14/99.o.ii Tidy Village Project C/F	Dog Fouling on Footpaths & Verges	AAV
14/112.c.i.(h)	B/F - 14/99.o.i. Photo Record of Trees C/F	Details of progress not provided	AAV
14/112.c.i.(k)	B/F - 14/99.o.iii Tidy Village Project C/F	Tidy Village/ Clean-Up Day.	AAV
14/112.c.i.(j)	B/F - 14/99.o.iv Countryside Project C/F	New Footpaths.	AAV
14/112.c.ii.(b)	Village Groups C/F	Definition of Aims and Objectives .	Mr Lucas, AAV
14/112.c.ii.(c)	Neighbourhood Plan C/F	Public Meeting to establish level of support.	Clerk
14/112.c.ii.(d)	Housing Needs Survey C/F	Implementation of Survey.	Mr Lucas, AAV
14/112.d.i.(a)	B/F - 14/99.c.ii AAGA Report- Fete C/F	Tighter procedures for hand back of Sports Ground after use (Fete)	Clerk
14/112.e.i.(a)	B/F - 14/99.d.i Archives - Funding	Identification of future sources of funding	Archivist
14/112.e.i.(b)	B/F - 14/99.d.ii Archives - Old Coach Rd C/F	Establishing ownership for maintenance & management	Clerk
14/112.f.ii	September Report	September Report not received	AA Fete Ctte
14/112.g.i	B/F - 14/99.f. AA Footpaths Report	Status of the obstructions on the upper Drove footpath	Footpaths
14/112.g.ii	September Report	September Report not received	Footpaths
14/112.g.iii.(a)	Dumping of Cut Grass	Field Behind Danebury Mews. Investigation	Clerk
14/112.g.iii.(b)	Penny Path	Blockage due to overgrowth. Investigation and Clearance	Clerk
14/112.h.i.(a)	B/F - 14/101.a Communications - HALC	Summary of Annual Report from HCC Police & Crime Commissioner	Neighbourhood Watch
14/112.i.ii	AAWMH September Report	AAWMH access arrangements during school hours	Chairman
14/112.j.ii	Nursery School .September Report	September Report not received	Cllr Bone
14/112.j.ii	Primary School. September Report	Reciprocal visit by Councillors to School	Cllr Bone
14/112.k.ii	Sports Field Committee. September Report	Clerk to help with establishing a funding line	Clerk
14/112.l.iii	Recent Tree Works	Adverse comments on tree stumps in Church car park.	Clerk
14/112.m.ii	Village Shop Association. September Report	September Report not received	AA Village Shop Ctte
14/112.n.ii.(a)	September Report	Refurbishment. Request to Council for second payment of costs	AAWMH Ctte
14/112.n.ii.(d)	September Report	Car Park Flooding. Investigation of solution with contractor	Chairman
14/112.n.ii	September Report - Clerk’s After Note (a)	Car Park Flooding. Monitor performance of remedial work	Clerk
14/112.n.ii	September Report - Clerk’s After Note (b)	Recreation Ground. Proposal for moving slide to Children’s Play Area	Clerk
14/112.n.ii	September Report - Clerk’s After Note (c)	Trees. Engagement of TVBC for advice on Tree Works	Clerk
14/112.n.ii	September Report - Clerk’s After Note (d)	Stage Lights. Publicity on funding	Clerk
14/112.o.ii	September Report	Provide Clerk with expenditure for recovery through Council	Webmaster
14/112.o.ii	September Report - Clerk’s After Note	Arrange Payment to Webmaster. Include cots in 2015/16 budget	Treasurer

14/112.o.iii.(e)	Matters Arising. Contribution Village Groups	e-mail to account holders for updates	Webmaster
14/113.b.iv.	Clerk's Contract	Signature	Clerk
14/113.c.iii.i.(a)	B/F - 14/100.b.i. Expenditure Liabilities.	Children's Play Park. Estimate of additional funding needed	Cllr Bone
14/113.c.iii.i.(b)	B/F - 14/100.b.ii. Expenditure Liabilities	Brown Signs. Written confirmation of legality of payment	Treasurer
14/113.c.iii.i.(b)	B/F - 14/100.b.ii. Expenditure Liabilities	Brown Signs. Await payment request from Village Shop Committee	Village Shop Ctte
14/113.c.iii.i.(c)	B/F - 14/100b.iv. Expenditure Liabilities C/F	AAWMH Stage Lighting. Authorisation of £321 balance .	Clerk
14/113.c.iv.(a)	VAT	Confirmation of VAT registration status	Treasurer
14/113.c.iv.(b)	Budget	Preparation of draft budget for FY 2015	Treasurer
14/113.a.iii	New Legislation	Openness of Local Govt Regs 2014. Policy & Procedures. Meetings	Chairman
14/113.a.iii	New Legislation	Openness of Local Govt Regs 2014. Policy & Procedures. SOs	Clerk
14/114.c.iii	Boundary Map of Abbots Ann	Errors in Anna Valley	Clerk & Webmaster
14/114.d.i	Section 106 Funds	Suggestions on how funds should be assigned	All Cllrs
14/115.a.ii	Programme of Works	Overlap of Responsibilities. Meeting to discuss Village Action Plan	Clerk
14/115.b.	Old School Playing Fields	Name. Confirmation from TVBC and HCC of proposed new name	Clerk
14/115.b.	Old School Paying Field	Use. Distribution of the summary of suggestions	Clerk
14/115.d.i.(a)	B/F - 14/97.a.xxii (14/84d) Church Path Fence	Clarification of repair responsibilities [now absorbed in 14/115.d.i.(c)]	Clerk
14/115.d.i.(b)	B/F - 14/97.a.v - Churchyard C/F	Consecration of Burial Ground. Clarification of area status.	Clerk
14/115.d.i.(c)	B/F - 14/97.a.vi - Churchyard	Maintenance Plan. Review	Clerk
14/115.d.i.(e)	B/F - 14/103.a.i - Churchyard C/F	Trees. Application for Tree Works to the Lime tree.	Clerk
14/115.e.ii	CPA Financial . Clerk's After Note (a).	Consolidation of information to support Section 106 Claim	Cllr Bone & Clerk
14/115.e.ii.	Equipment & Siting - Clerk's After Note (b).	Fitting of secure covers to drains	Chairman
14/115.e.ii	Equipment & Siting - Clerk's After Note (b).	Fitting of child-proof catch to gate	Chairman
14/115.e.ii	Equipment & Siting - Clerk's After Note (b).	Purchase & Fitting of cushioning below Climber	Cllr Bone
14/115.e.ii	Equipment & Siting - Clerk's After Note (b).	Including additional costs in Section 106 claim	Clerk
14/115.e.ii.(c)	Legislative Compliance - Clerk's After Note (c)	EN1176 and EN1177	Clerk
14/115.e.ii	Outstanding Matters - Clerk's After Note (d).	Report to Council	Cllr Bone
14/116.a.	Wider Recruitment of Councillors	Volunteer to lead	All Cllrs
14/116.b.	Improving Communications	Proposals	Clerk
14/116.d	Visiting Speakers	Proposals for a change to arrangements	All Cllrs