

## AWBRIDGE PARISH COUNCIL

### Minutes of the meeting of the Council held in Awbridge Village Hall on Thursday, 24<sup>th</sup> February 2022 at 7.30pm

<b>Present:</b>	<b>In attendance:</b>
Councillor Peter Allen ( <b>PA</b> )	Three members of the public
Cllr David Coggon ( <b>DC</b> )	
Cllr Grahame Jackson (Chair) ( <b>GJ</b> )	<b>Apologies:</b>
Cllr Kelly Seymour (Vice Chair) ( <b>KS</b> )	Cllr Nick Adams-King
Cllr Angela Sheppard ( <b>AS</b> )	Cllr Paul Legon
<b>Clerk:</b> Ian Milsom	TVBC Cllr Gordon Bailey

### PROCEDURAL ITEMS

1.	014/22	<b>Welcome</b> GJ welcomed everyone to the meeting.	
2.	015/22	<b>Apologies</b> Apologies received from Councillor Legon, who is attending the meeting of Test Valley Association of Town & Parish Councils, and Councillor Adams-King due to childcare requirement.	
3.	016/22	<b>Declarations of interest</b> No declarations were made.	
4.	017/22	<b>Public observations/questions on agenda items</b> There were no observations or questions from members of the public present.  PA informed of the untimely death of Mark Caplen, former chair of the Parish Council. The funeral will take place on 4 <sup>th</sup> March at All Saints Church in Awbridge.	
5.	018/22	<b>Correspondence &amp; Reports</b> The clerk sought to clarify the position regarding the traffic calming project, suggesting that Council needs to reach a decision as to the form and extent of traffic calming measures.  It was proposed that this be discussed at the meeting on 7 April 2022. <b>RESOLVED</b>	<b>Clerk/ All</b>
6.	019/22	<b>Minutes</b> It was proposed that the previously circulated draft minutes of the meeting of the Parish Council held on 25 <sup>th</sup> January 2022 be accepted as an accurate record of the business conducted. <b>RESOLVED</b>	

7.	020/22	<p>Matters arising from the minutes of the meeting held on 25<sup>th</sup> January 2022 not included in the agenda or in reports.</p> <ul style="list-style-type: none"> <li>• <b>Land at Saunders Lane</b>  <b>GJ</b> Seeking a quote for groundwork. Clerk to obtain second quote. <p><b>GJ</b> advised that there is a service cover on the land and a survey may be required to identify if there are service cable/pipes in situ.</p> <li>• <b>Neighbourhood Development Plan</b>  Public information drop-in arranged for 5<sup>th</sup> March. Clerk to arrange for village hall to be opened. <b>DC</b> will produce information sheet for attendees to take away. <p>Further meeting for those wishing to join steering group arranged for 17<sup>th</sup> March (assuming planning meeting provisionally arranged for this date does not go ahead).</p> </li></li></ul>	<p><b>Clerk</b></p> <p><b>Clerk</b></p>
<b>STANDING ITEMS</b>			
8.	021/22	<b>Planning</b>	
		<p>To consider planning applications notified to the Council.  See Appendix 1</p>	
9.	022/22	<p><b>Financial and Administrative</b></p> <p>a. To review the effectiveness of the Council's system of internal controls. Part 1, Standing Orders and Financial Regulations.</p> <p>The clerk explained that this is a precursor to signing the Annual Governance and Accountability Return (AGAR). The clerk will look at Standing Orders and Financial Regulations and advise Council of any required changes or additions, which can be formally agree at the meeting on 7 April 2022.</p> <p>Members to consider if Council's Risk Assessment remains adequate, and to agree any changes or additions at its meeting on 7 April 2022.</p> <p>b. To agree and sign the bank reconciliation.  This was agreed and signed by <b>DC</b> and the clerk.</p> <p>c. To note and approve payments detailed at Appendix 2.  It was proposed that the payments listed be approved.  <b>RESOLVED.</b></p>	<p><b>Clerk</b></p> <p><b>All</b></p>
10.	023/22	<p><b>Lengthsman</b>  Members advised <b>KS</b> of tasks to be carried out by the Lengthsman in March.</p>	

		<b>Business to be Conducted</b>	
<b>11.</b>	<b>024/22</b>	<p><b>Queen's Platinum Jubilee Arrangements</b></p> <p>The broad framework for the event, provisionally to take place on 4<sup>th</sup> June, is an afternoon tea party for families and children, with evening celebrations focused more on adults.</p> <p>A children's entertainer has been approached. To secure his services at a time of great demand, payment in advance totalling £250 is required. This arrangement was proposed and <b>RESOLVED</b>.</p> <p>Attempts are being made to arrange a mobile caterer, and to book a live band. ADVA has offered to arrange a pop-up licensed bar.</p> <p>The provision of commemorative medals for children in the village was discussed. However, it is understood that Test Valley Borough Council will make booklets available to every child in the Borough.</p> <p>There was a discussion about sharing the Awbridge event with other, smaller parishes. It was suggested that the clerk could use his contacts in the parish clerk network to find out about the plans of neighbouring villages.</p> <p>It was proposed that Council write to Her Majesty the Queen to congratulate her on being Britain's longest serving monarch. <b>RESOLVED</b></p>	<p><b>Clerk</b></p> <p><b>Clerk</b></p>
<b>12.</b>	<b>025/22</b>	<p><b>2022 Annual Parish Assembly</b></p> <p>There was a discussion about the format of the Assembly, based on previous Assemblies.</p> <p>Arrangements to be finalised at the April meeting.</p>	<b>ALL</b>
<b>13.</b>	<b>026/22</b>	<p><b>Community Infrastructure Levy (CIL)</b></p> <p>Members were informed of project ideas formulated by the Village Hall Trust Committee, which have been subject to a cost-benefit feasibility study.</p> <p>An extension of the Village Hall to take in the existing patio area is considered to offer most benefit in terms of facilities and potential hire-income at a feasible cost, and detailed plans of the proposal were shown to parish councillors.</p> <p>Sources of funding were discussed, and the clerk suggested that the Village Hall Trust Committee contact the Community Buildings and Enterprise Officer at Action Hampshire for support and advice.</p>	

	<p><b>Closure of meeting</b></p> <ul style="list-style-type: none"> <li>• Date of next full council meeting - Thursday, 7<sup>th</sup> April 2022. Planning meeting scheduled for 17<sup>th</sup> March 2022 - this will take place only if there are applications to consider.</li> <li>• Items for the agenda – these must be notified to the clerk by 25<sup>th</sup> March 2022. <ul style="list-style-type: none"> <li>▪ <b>Traffic calming measures.</b></li> </ul> </li> </ul>	
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## Appendix 1

### Planning

22/00364/FULLS. Amberwell Church Lane. Installation of 1st floor dormer window. It was proposed that Council's response be 'NO Objection'. **RESOLVED**

### Previous Applications

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

## Appendix 2

### Payments for approval

Payee	Amount	Reason
Hewlett Packard	£19.98	Instant Ink January & February 2022
IONOS 1&1	£32.32	Mailboxes & Licences December 2021-January 2022
Hansard Pet Centre	£80.00	Supply of dog waste bags
Awbridge District Village Association.	£250	Payment of grant