

ABBOTTS ANN PARISH COUNCIL
Minutes from the Meeting
held on Thursday 6th June 2019 at 19:00
at War Memorial Hall, Abbots Ann



Present: Parish Cllrs: A Jordan (Chairman), G Howard (Vice Chairman),
A Jones, D Perkin, P Roberts.
Borough Cllrs M Flood and D Coole.
E Greene – Internal Auditor.

Members of the Public: 2

Minutes: Mrs C L Cotterell (Parish Clerk)

Meeting started at 19.00 - The Chairman welcomed all to the meeting and announced that the meeting was recorded by the Clerk and may be being recorded by members of the public.

AGENDA ITEM		ACTION
1	Apologies for Absence Apologies were received from Parish Cllrs Coffey, Wallis and County Cllr Gibson.	NOTED
2	Declarations of Interest – Cllr Jordan declared an interest in items 18 b and c, as a member of the Fete committee. Cllr Howard declared an interest in item 15 as a member of the PCC.	NOTED
3	Cllrs to agree the minutes to be an accurate record of the meeting held on 16th May 2019. Cllrs agreed amendments to the minutes under Item 6 – “Clerk was actioned to ask Cllr Hayter to meet Graham Platford in order to produce detailed information necessary to the DAC and thereby enable churchyard footpaths project to proceed – Action complete” and to insert “Churchyard footpaths” – Proposed Cllr Howard, seconded Cllr Jones, all agreed.	
4	Annual Governance and Accountability Return Eleanor Greene, Internal Auditor, was present for this item to assist Cllrs with any queries regarding Sections 1 and 2 of the Annual Governance and Accounting Return. a) Cllrs to approve the Annual Governance Statement for 2018/19 – Cllrs reviewed and answered all questions on Section 1 Annual Governance Statement 2018/19, it was approved and signed by the Chairman and Clerk – Proposed Cllr Jordan, seconded Cllr Roberts, all agreed. b) Cllrs to approve the Accounting Statements for 2018/19 – Cllrs reviewed and approved Section 2 Accounting Statements 2018/19, it was signed by the Chairman and RFO – Proposed Cllr Jordan, seconded Cllr Howard, all agreed.	
7 (Bfwd)	At the agreement of the Chairman this Item was brought forward. Borough and County Councillor Reports Cllr Flood reported: <ul style="list-style-type: none"> • TVBC to consider replacing cash only car park machines with machines that accept card and phone payments, if approved at Cabinet meeting. • Planning experts have submitted bids for the Andover master plan project. TVBC published a brief setting ambitions for the future, and will appoint a planning partner. • TVBC is one of three councils nationwide selected to pilot a new programme aimed at innovating democracy. • Abbots Ann Nursery school is able to continue in September. Cllr Coole reported: <ul style="list-style-type: none"> • £272,000 has been obtained in grants for homelessness in Test Valley. • The Lights theatre is a drop off point for hygiene bank donations. • Abbots Ann Village shop is a food bank donation drop off point. • North Wessex downs walking festival runs 8th – 23rd June. • Cllr Coole has started a tour of Anna ward. • Cllr Coole has had meetings with Aster and Vivid, regarding concerns housing authorities appear to discriminate against low to mid income applicants. Aster has agreed to alter the wording in their adverts so not to deter people from applying. • Andover Festival of Motoring to be held on 22nd September. • Working with Andover Vision on an initiative for Andover town to be declared single use plastic free. • Royal British Legion 75th D Day anniversary event on Saturday 8th June • Andover Vision Meeting to be held on 18th June. 	
5	Actions/Updates to be reported <u>Actions from meeting held on 16.05.2019</u> Item 6 – Clerk circulated the quotes received for the Churchyard paths to all Cllrs. Clerk to add Cllrs Portfolio reports to future agendas once portfolios agreed. Item 8c – 19/00848/FULLN – Clerk was unable to submit the objection resolved at the meeting as this application was withdrawn. Item 10b – Nursery school was requested to confirm the temporary mesh was checked to	

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	<p>ensure safe. Nursery school confirmed this by email.</p> <p>Item 11 No 3 – Clerk resent the request to the webmaster of the village website to provide a clear divert to the PC website. No response received as yet.</p> <p>Item 11 No 4 – Clerk requested the Internal Auditor confirm to which contract she referred. Response received and circulated to Cllrs and refers to contracts for Play area maintenance, contract work and play area work.</p> <p>Item 12 - Clerk to ask HALC and TVBC Monitoring Officer for guidance on whether previous chairman can sign the Annual Governance and Accountability Return documents as they relate to 2018/19. No response has been received from the Monitoring Officer of TVBC. HALC confirmed that the Chairman of the meeting where the AGAR Sections 1 and 2 are approved should sign the documents.</p> <p>Item 13b – Planning training – Paul Jackson has agreed to visit AAPC to provide guidance on the planning procedure. Proposed date is 24th June at 6.30pm.</p> <p><u>Updates:</u></p> <ul style="list-style-type: none"> • The removal of the laurel hedge by the Pavilion is due to take place on 13th June, the neighbour has been informed. • Penchards UK have offered to repair a broken hinge on the gate to the Burial Ground free of charge. • Email has been received from Penchards UK at Manor Farm offering to meet the Parish Council to discuss traffic, sewerage problem and current planning application. <p>Cllrs agreed to discuss repairs required to the Churchyard fence at the next meeting. Clerk to circulate the churchyard fence quotes previously received.</p>	Ag Item/ Clerk
6	Public Participation – <i>This item will be limited to 15 minutes, unless directed otherwise by the Chairman.</i> None.	
7	Borough and County Councillor Reports – as above	
8	<p>Planning and Tree Work applications – Cllrs to propose responses to be submitted to TVBC relating to the following applications:</p> <p>a) 19/01340/DDCA – Fell dangerous Weeping Willow tree – Rose Cottage 48 Dunkirt Lane Abbots Ann – No Objection – Proposed Cllr Jordan, seconded Cllr Jones, all agreed.</p> <p>b) 19/01177/LBWN - Connection of mains gas supply to home with meter connection box and the fitting of intruder alarms and CCTV - Pennymarsh Little Ann Road Little Ann – No Objection – Proposed Cllr Jordan, seconded Cllr Howard, all agreed.</p> <p>c) 19/01236/FULLN - Alterations and single storey rear extension to form garden room - Tilly Cottage Duck Street Abbots Ann – No Objection – Proposed Cllr Jordan, seconded Cllr Howard, all agreed.</p>	
9	<p>Play Area Quarterly Inspection Reports</p> <p>Cllrs to review the inspection reports and agree any actions required.</p> <p>Cllrs discussed the inspection reports and agreed:</p> <ul style="list-style-type: none"> • To ask the contractors to continue to report on the wrap bearings on the swing unit at Bulbery and to let the PC when the replacement is needed – Proposed Cllr Roberts, seconded Cllr Jordan, all agreed. • To ask the contractors to repair the bench at WMH under the contract heading of minor repairs and included in the quarterly invoice – Proposed Cllr Jordan, seconded Cllr Howard, all agreed. • To ask the contractors to provide the qualifications of the inspectors – Proposed Cllr Roberts, seconded Cllr Jordan, all agreed. • To institute a repairs book – Proposed Cllr Howard, seconded Cllr Jordan, all agreed. 	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
10	<p>Vision Statement and Strategy</p> <p>Cllrs discussed a vision statement and strategy and a Parish Council presence at the fete. Cllrs agreed for Cllr Jordan to construct a draft vision statement and strategy and to have a PC presence at the fete. Cllr Jordan to keep all Cllrs informed.</p>	Cllr Jordan
11	<p>5 Year Budgetary Forecasting</p> <p>Cllrs to discuss budgetary forecasting to support strategy – Cllrs discussed the option of having a 5 year rolling budgetary forecast and agreed to look to implement it with the help of the Clerk/RFO – Proposed Cllr Jordan, seconded Cllr Roberts, all agreed.</p>	Cllrs/ Clerk/RFO

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12	<p>Communications</p> <p>Cllrs to consider developing a communications strategy – Cllr Coffey volunteered by email to take the lead on a communications strategy. Cllrs accepted Cllr Coffey’s offer and for her to report back to council.</p>	Cllr Coffey/ Future Ag Item																								
13	<p>Standing Orders Review</p> <p>Cllrs to consider establishing a Working Group to amend Standing Orders – Cllrs agreed for 2 volunteers to provide an initial review and bring a draft to the next meeting – Cllrs Roberts and Howard agreed to review the Standing Orders.</p>	Cllrs Roberts/ Howard/ Ag Item																								
14	<p>Portfolio Allocation</p> <p>Cllrs to agree the allocation of Councillor Portfolios – Cllrs discussed different areas and portfolios and agreed for Cllr Jordan to develop draft portfolio and liaison roles. Cllrs also agreed to engage with the community regarding the areas to cover.</p>	Cllr Jordan																								
15	<p>Churchyard and Burial Ground</p> <p>a) Cllrs to consider dissolving the current Burial Ground & Closed Churchyard Committee.</p> <p>b) Cllrs to consider establishing a Working Group to recommend a way forward for the Closed Churchyard & Burial Ground.</p> <p>Cllr Howard explained some history of the Burial Ground committee. He confirmed the Church owns the closed churchyard and the civil Burial Ground is the responsibility of the Parish Council. Cllrs discussed and agreed to develop a closer working relationship with PCC. Action: Cllrs Howard and Jones to review the situation regarding the Burial Ground and the Churchyard and come up with proposals for the next meeting.</p>	Cllrs Howard/ Jones/ Ag Item																								
16	<p>Grounds Maintenance Contract</p> <p>Cllrs to review the Grounds Maintenance Contract – Cllrs discussed the schedule of works and want to make assurance checks that the paths are being cut. Contractor is required to provide a programme of works and visits, and notify by email 3 days in advance of visit each time as per the contract. Cllrs also asked that the Clerk confirm with HCC when they will carry out their visit – Proposed Cllr Jordan, seconded Cllr Roberts, all agreed.</p>	Clerk																								
17	<p>Wild Flower Meadow</p> <p>Cllrs to request an update on the status of the wild flower meadow – Cllrs received an update on the wild flower meadow. Cllrs agreed for Cllr Jordan to canvass the community for their views on the wild flower meadow.</p> <p>Cllr Howard proposed to extend the meeting by 30 minutes, seconded Cllr Jordan, all agreed.</p>	Cllr Jordan																								
18	<p>Finance</p> <p>a) Cllrs to approve the Financial Statement for 1st to 31st May 2019 – Proposed Cllr Roberts, seconded Cllr Perkin, all agreed. Cllr Jordan took no part in the discussion for the following two items b) and c).</p> <p>b) Cllrs to consider a funding request for the Fete Event Insurance of £153.43 – Cllrs agreed to fund the event insurance for the fete under LGA 1972, s145(a) - Proposed Cllr Howard, seconded Cllr Roberts, all agreed.</p> <p>c) Cllrs to consider a funding request for waste/recycling collection for the Fete of £76.50 – Cllrs agreed to fund the waste/recycling collection for the fete under Litter Act 1983, ss 5-6 – Proposed Cllr Howard, seconded Cllr Roberts, all agreed.</p> <p>d) Cllrs to consider a funding request from Victim Support of £100.00 – Cllrs agreed to reject the request – Proposed Cllr Jordan, seconded Cllr Howard, 4 votes for, 1 abstention – Proposal carried.</p> <p>e) Cllrs to approve the following payments to be made: Proposed Cllr Jordan, seconded Cllr Jones, all agreed.</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;"><u>Payee</u></th> <th style="text-align: right;"><u>Amount</u></th> <th style="text-align: left;"><u>Payee</u></th> <th style="text-align: right;"><u>Amount</u></th> </tr> </thead> <tbody> <tr> <td>Clerk Salary (S/O June)</td> <td style="text-align: right;">£837.38</td> <td>Clerk/office expenses (May)</td> <td style="text-align: right;">£55.00</td> </tr> <tr> <td>Do the Numbers (Int Audit)</td> <td style="text-align: right;">£240.00</td> <td>HCC The Green (lease)</td> <td style="text-align: right;">£1.00</td> </tr> <tr> <td>VitaPlay Qtrly Invoice</td> <td style="text-align: right;">£235.20</td> <td>Countrywide Grds Main (May)</td> <td style="text-align: right;">£957.35</td> </tr> <tr> <td>HMRC PAYE Q1</td> <td style="text-align: right;">£145.85</td> <td>B Sims (Grass cutting Apr/May)</td> <td style="text-align: right;">£60.26</td> </tr> <tr> <td colspan="4"><u>Closing Bank Balance as at 31st 2019 - £45,588.78</u></td> </tr> </tbody> </table>	<u>Payee</u>	<u>Amount</u>	<u>Payee</u>	<u>Amount</u>	Clerk Salary (S/O June)	£837.38	Clerk/office expenses (May)	£55.00	Do the Numbers (Int Audit)	£240.00	HCC The Green (lease)	£1.00	VitaPlay Qtrly Invoice	£235.20	Countrywide Grds Main (May)	£957.35	HMRC PAYE Q1	£145.85	B Sims (Grass cutting Apr/May)	£60.26	<u>Closing Bank Balance as at 31st 2019 - £45,588.78</u>				
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19	<p>Next Meeting - Thursday 4th July 2019 - 7pm – War Memorial Hall, Abbots Ann</p>																									

Meeting closed at 21.12

These Minutes were approved and signed by the Chairman at the meeting held on 4th July 2019