

**ABBOTTS ANN PARISH COUNCIL
MINUTES FROM THE MEETING HELD ON
THURSDAY 7th January 2016
7.00PM AT THE ABBOTTS ANN WAR MEMORIAL HALL**



Present: Parish Councillors B Griffiths (Chairman), Mrs E Howard (Vice Chair), Mrs S Coffey, A Hayter, Mrs S Bleeker, B Sims and Borough Councillor Mr G Stallard

Members of the Public: four.

Minutes: Cllr A Hayter

The meeting started at 1902.

AGENDA ITEM		ACTION
1.	<p>Apologies for Absence Parish Councillor Mrs B Deacon, Borough Councillor Mrs M Flood and County Councillor A Gibson, Clare Cotterell</p>	NOTE
2.	<p>Declarations of Interest Cllrs Bleeker declared a pecuniary interest for Item 9a Cllrs Bleeker and Hayter declared a pecuniary interest for Item 9d Cllr Griffiths highlighted that Rosemary Groves is his wife, and correspondent to both village magazine and Andover Advertiser.</p>	NOTE
3.	<p>Councillors to propose acceptance of the corrected minutes to be an accurate record of the meeting held on 1 October 2015. It was agreed the minutes to be an accurate record of the meeting held on 1st October 2015. RESOLVED: Proposed Cllr Howard, seconded Cllr Coffey. All agreed.</p> <p>Cllrs to propose acceptance of the minutes of the meeting held on 3rd December 2015. DEFER until next meeting. (<i>Amendment approved on 04.02.16 that the following highlighted line is deleted</i>) Proposed: Cllr Coffey Seconded: Cllr Howard. All agreed. Action: Cllr Bleeker highlighted a number of issues with the budget, it was agreed to defer approval of the minutes until the Finance Officer is available and agree how to resolve. Issues in brief were: (i) Burial ground deposits, (ii) Split of operational and project budget line items, (iii) Proposals for projects for the 57% of project costs, (iv) Reserve, (v) Variance column total, (vi) Footpath maintenance, (vii) monthly breakdown not provided.</p>	Clerk
4.	<p>Actions update from the meeting held on 3rd December 2015 to be provided:</p> <p>Item 3 – Clerk has tried to contact Hampshire Association of Playing Fields to confirm whether a subscription is held – No response so far – Ongoing</p> <p>Item 4/17 – Clerk to publish The Green contract on the village website – Clerk is in contact with Keith Saunders and will have access to website soon. – Ongoing</p> <p>Item 4/23 (Clerk) – Item was published in the January edition of the Parish Magazine – Completed.</p> <p>Item 7/c (Clerk) – Letter has been sent to Siteweld Construction – Completed.</p> <p>Item 8 – Clerk confirmed access to HALC website available to Cllrs and several Cllrs now have access set up – Completed.</p> <p>Item 11/c – Clerk contacted the Police and had a response from the new PCSO for the area Alexander Carter who has offered to record speeds and be a presence at the school. Clerk replied and suggested a report could be sent to PC in the new year. No further response received but could be due to school holiday period. Ongoing.</p> <p>Item 23 (Cllr Griffiths) - Verbal quote for £400 received to remove railings between wildflower meadow and burial ground. Awaiting written quote.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Cllr Griffiths</p>
5.	<p>Public Participation - This item will be limited to 15 minutes, unless directed otherwise by the Chairman.</p> <p>Question: Request to lodge past minutes on the Village Website. Answer: Clerk training ongoing to publish key documents once completed.</p> <p>Question: The Parish Council resolved to remove the fence between the wildflower meadow and burial ground and start using the wildflower meadow as a burial ground in the November 2015 PC meeting, due to the burial ground only having five spaces left. Dr Moon highlighted that groups who had managed the wildflower meadow had not been</p>	

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	<p>consulted and found out through a notice in the Parish Magazine. A request was made for the PC to consult with interested parties to consider all options including re-using the Churchyard, consecrating unconsecrated areas of the burial ground, the wildflower meadow, reviewing the terms and conditions for burial and moving the wildflower meadow to another location.</p> <p>On a question raised on whether the burial ground could be closed, Gordon Howard informed the PC that the burial ground cannot be closed without agreement of HMG Privy Council.</p> <p>Proposal: To establish a sub-committee of interested parties to consider the existing churchyard, burial ground, unconsecrated ground, wildflower meadow and new T&C. To bring to the PC options for consideration. Cllr Hayter appointed as chairman. Proposed: Cllr Hayter, Seconded: Cllr Sims. All agreed.</p> <p>This point covers both Items 10 and 8a.</p>	<p align="center">Cllr Hayter</p>
<p>6.</p>	<p>Borough and County Councillor Reports</p> <ol style="list-style-type: none"> 1. Local Plan: TVBC will meet on 27/01 consider approving the new Local Plan. 2. St Johns Cross. Meeting between TVBC and HCC – agreement to spend £2000 from the Barred Routes fund on a scoping study to establish base evidence, 5 year accident data, land ownership. Starting Q1/Fiscal Year. Identify all works required as part of the study. 3. Traffic consultation outside Abbots Ann School and Berry Way, Burghclere Down. Taking place between 5pm and 8pm on 12-13 Jan 2016 at Beech Hurst. Changes planned for April timeframe. 4. Correspondence of a mini-roundabout outside the AA School has been passed by Cllr Stallard to TVAP- TV Access Plan. It was recommended that the correspondent should be encouraged to respond directly. 5. Cost Saving Consultation – HCC proposing changes to ‘the tip’ operation. Example options are reduced opening hours, reduced operating days. It is recommended that interested parishioners should directly respond to the consultation. <p>Cllr A Gibson provided a written update: “I will not be able to join you this evening as I have to attend a Hampshire Cultural Trust event for which I am the Portfolio Holder. We have a full Council meeting today and I will again lobby the Highways Director on the Abbots Ann School issue. I will update you on the Highways position later today.”</p>	
<p>7.</p>	<p>War Memorial Hall Grants – Cllr Stallard (detail previously circulated to Cllrs)</p> <p>Flat roof replacement, with budget makeup of 50% from TVBC, 25% from WMH and a request for 25% from the PC. This will be approximately £1,000. Clerk circulated email 15/12/2015 explaining this.</p> <p>External decoration request 50% of the cost of the works. Approx. £500.</p> <p>Proposal to approve funding grant of £1,700 to be administered by the Clerk.</p> <p>Proposed: Cllr Bleeker. Seconded: Cllr Sims. All agreed.</p> <p>It was also noted that on New Year’s Day, many bottles and cans were left posing a danger to users of the WMH grounds and playpark. These were cleared by the WMH caretaker.</p>	<p align="center">Clerk</p>
<p>8.</p>	<p>Correspondence</p> <ol style="list-style-type: none"> a) Emails received regarding the proposed extension of Burial Ground (previously circulated to Cllrs). Dealt with in Item 5. b) Letter on Traffic Calming outside Abbots Ann School from Mr R Hawkins. Clerk to pass to Cllr A Gibson. c) Email received from HCC requesting a priority list of 6 paths for 2016 cutting list – Cllrs to agree which 6 paths to be submitted (previously circulated to Cllrs). <p>Action: Cllr Griffiths to identify paths and provide to Clerk.</p> <p>Proposal: To request hourly rates and monthly cost from Darren Murphy with the intention to maintaining footpaths. This needs to include the paths that HCC will maintain. To include maintenance of the footpath bed as well as foliage. Proposed: Cllr Sims. Seconded: Cllr Howard.</p> <p>Action: Cllr Griffiths to document a map with footpaths that need maintaining and pass to Clerk.</p>	<p align="center">Clerk</p> <p align="center">Clerk</p> <p align="center">Cllr Griffiths</p>

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<p>9.</p>	<p>Planning and Tree Work applications – Cllrs to propose response on the following applications:</p> <p>a) 15/02912/FULLN – Erection of new dwelling with associated site works – Land adjacent Dingwall, Little Ann Road, Little Ann.</p> <p>Cllr Bleeker withdrew from the meeting until resolved.</p> <p>Letter of objection received.</p> <p>Cllr Howard highlighted the previous application that had been refused. Also highlighted the difficulty of access onto the road from the property on a blind bend and the trees that have disappeared.</p> <p>Proposal: Objection on the grounds of visual impact of the street scene and the impact of extra traffic on road safety. Proposed: Cllr Coffey, Seconded: Cllr Howard. Cllr Griffiths voted in favour of the Proposal. Cllr Hayter and Cllr Sims voted against the proposal. Result: 3 for proposal, 2 against. Proposal carried.</p> <p>b) 15/02726/FULLN – Construction of toilet building and access path and 15/02727/LBWN – Construction of toilet building – St Marys Church, Church Lane Footpath, Abbots Ann.</p> <p>Proposal to object on the grounds that the sextants building could be reused and the impact on the built scene. Proposed: B Griffiths. Seconded: none. Proposal not carried. (Amendment approved on 04.02.16 to replace this paragraph to read: Cllr Griffiths wished it recorded that the sextons building could be reused and the impact on the built scene.)</p> <p>Proposal to not object. Proposed: Cllr Howard Seconded: Cllr Bleeker. Cllr Griffiths abstention, 5 in favour. Proposal Carried.</p> <p>c) 15/02981/FULLN – Proposed rear conservatory – 27 Bluebell Close, Andover.</p> <p>No objection. Proposed: Cllr Bleeker Seconder: Cllr Howard All agreed.</p> <p>d) 15/03000/LBWN – Remove part of internal wall that separates kitchen and adjoining room to widen entrance – Rose Cottage, 86 Little Ann Road, Little Ann.</p> <p>Cllr Hayter and Cllr Bleeker withdrew from the meeting until resolved.</p> <p>No objection. Proposed: Cllr Sims Seconded: Cllr Howard. All agreed.</p> <p>e) 15/03085/TREEN – T1 Horse Chestnut – Fell – Lane House, Dunkirt Lane, Abbots Ann.</p> <p>No Objection. Proposed: Cllr Howard Seconded: Cllr Sims All agreed.</p>	<p align="center">Cllr Griffiths</p>														
<p>10.</p>	<p>Cllrs to approve Churchyard T&Cs and adopt new regulations/terms of reference for Burial Ground – (details previously circulated to Cllrs)</p> <p>Covered in Item 5.</p>															
<p>11.</p>	<p>Cllrs to view and discuss the update of the Asset Register</p> <p>Action: Clerk to provide input on what constitutes a best practice Asset Register policy, depreciation policy, land valuation etc. This is required before it is possible to refresh the Asset Register.</p>	<p align="center">Clerk</p>														
<p>12.</p>	<p>Finance:</p> <p>1) Cllrs to propose the financial statement for the period 1st – 31st December 2015 is accepted as a correct record.</p> <p>Proposed: Cllr Howard Seconded: Cllr Sims.</p> <p>2) Cllrs to approve the payments to be made.</p> <table border="0" style="width: 100%;"> <thead> <tr> <th style="text-align: left;">Chq Payee</th> <th style="text-align: right;">Amount</th> </tr> </thead> <tbody> <tr> <td>1046 HMRC - PAYE</td> <td style="text-align: right;">£55.14</td> </tr> <tr> <td>1047 C Cotterell - Clerk/office expenses December</td> <td style="text-align: right;">£64.84</td> </tr> <tr> <td>1048 C Cotterell - Clerks Salary Dec</td> <td style="text-align: right;">£660.60</td> </tr> <tr> <td>1049 Enham - Gardening Services</td> <td style="text-align: right;">£61.25</td> </tr> <tr> <td>1050 BT - Line installation & qtrly rental</td> <td style="text-align: right;">£96.29</td> </tr> <tr> <td>1051 D Murphy - Grounds Maintenance</td> <td style="text-align: right;">£18.75</td> </tr> </tbody> </table> <p>Proposed: Cllr Howard Seconded: Cllr Bleeker</p> <p>3) Cllrs to approve purchase of up to date copies of the following publications:</p> <p>(i) Local Council Administration – Arnold Baker £69.30 + delivery (member price)</p>	Chq Payee	Amount	1046 HMRC - PAYE	£55.14	1047 C Cotterell - Clerk/office expenses December	£64.84	1048 C Cotterell - Clerks Salary Dec	£660.60	1049 Enham - Gardening Services	£61.25	1050 BT - Line installation & qtrly rental	£96.29	1051 D Murphy - Grounds Maintenance	£18.75	
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	(ii) Local Councils Explained NALC - £49.99 + P&P Proposed: Cllr Howard Seconded: Cllr Bleeker	
	4) Cllr Bleeker to propose a working group to cost the allocated expenditure in the proposed budget. Deferred.	
	Proposal to extend by 30 mins. Proposed: Cllr Howard Seconded: Cllr Bleeker	
13.	Cllr Hayter to propose a new approach to Parish Assembly Meeting. (Details previously circulated to Cllrs). Cllr agreed with proposal. AP: Cllr Hayter to prepare a detailed approach for next meeting.	Cllr Hayter
14.	Cllr Deacon to propose discussion regarding Dog Warden activity and dog fouling. Deferred.	
15.	Cllr Hayter to propose clarification of the Sports Field Management Committee (SFMC) in relation to the Parish Council following the request from the SFMC to approve their constitution that identified the SMFC as a sub-committee of the Parish Council. Cllr Griffiths confirmed that the previous undocumented verbal agreement was that the SMFC was a separate entity that operated through a simple rental of the building and field from the Parish Council. Given the approach from the SFMC to the Parish Council is was considered appropriate to engage and consult with the SFMC to establish the options for managing the sports field and to make a recommendation. Action: Cllr Deacon volunteered via email to chair a sub-committee engaging (Amendment approved at the meeting on 04.02.16 to replace the highlighted text with: to engage) with the SFMC to consider options and make a recommendation to the Parish Council. Cllr Sims and Cllr Griffiths who are also members of the SFMC will provide support.	Cllr Deacon
16.	Cllr Hayter to propose review of Action Tracker List. Deferred. Cllr Bleeker provided an update on the application for a free Defibrillator: Form submitted for signatures.	
17.	THAT Members of the Public and the Press be now excluded from this Meeting, under the Public Bodies (Admission to Meetings) Act 1960, Section 1(2), so that the Council may discuss Exempt Business in private session. Proposed: Cllr Sims, Seconded: Cllr Bleeker	
18.	Exempt Business, under the Local Government Act 1972, Schedule 12A, Part 1(1), being matters relating to Employment, and TO RESOLVE as appropriate. Proposal is that Clerk is offered up to extra 5 hours granted per week until 31/03/2016. Proposed: Cllr Sims. Seconded: Cllr Howard.	
19.	THAT Members of the Public and the Press be re-admitted to the Meeting.	
20.	The next meeting of the Parish Council will be held on 4th February 2016.	

Meeting closed at 2134

Approved and signed by the Chairman at the Council meeting on 4 February 2016.