

**ABBOTTS ANN PARISH COUNCIL
MINUTES FROM THE MEETING HELD ON
THURSDAY 12th November 2015
7.00PM AT THE ABBOTTS ANN WAR MEMORIAL HALL**



Present: Parish Councillors B Griffiths (Chairman), Mrs E Howard (Vice Chair), Mrs S Coffey, Mrs B Deacon, A Hayter, Mrs S Bleeker and Borough Councillor Mrs M Flood

Members of the Public: Eight.

Minutes: Mrs Clare Cotterell – Clerk

Before the meeting started The Chairman noted that due to a printing error the numbering of the Agenda was incorrect between items 7 and 15. Items 25, 15 & 17 were brought forward and from Item 16 items are renumbered on these minutes.

The Chairman also introduced the new Clerk, Mrs Clare Cotterell.

AGENDA ITEM		ACTION
1.	<p>Apologies for Absence Apologies were received from Parish Councillor Sims, Borough Councillor Stallard and County Councillor Gibson.</p>	NOTE
2.	<p>Declarations of Interest The Chairman read a short statement outlining the responsibility of Mrs Rosemary Griffiths as Village Correspondent for the Andover Advertiser. He stated he has taken advice and been advised that there is no conflict of interest in his role as Chairman unless that role is the subject of an Agenda item, in which case he should withdraw.</p>	NOTE
3.	<p>Councillors to propose acceptance of the minutes to be an accurate record of the meeting held on 1 October 2015:</p> <p>The minutes were not accepted at the meeting as there were some errors.</p> <p>Item 3 – Minutes of Extraordinary Meeting dated 30 September 2015 were not recorded as proposed – now Proposed: Cllr Deacon Seconded: Cllr Bleeker.</p> <p>Item 7.4 - Cllr Gibson took an action to email the Parish Council providing an update but this was not noted.</p> <p>Item 8 Finance – should read 1st to 30th September and not 1st to 31st October.</p> <p>The minutes were corrected. Cllr Bleeker to pass the corrected minutes to the Clerk, who will bring forward for approval and signing at the next meeting.</p>	SB/ Clerk
(25)	<p>Agenda Item 25 brought forward – all agreed. Sports Field Association Constitution</p> <p>The Council agreed to defer approval of the Constitution until after consultation with Hampshire Association of Local Councils (HALC) as not clear whether a Parish Councillor should be a member of the Sports Field Committee.</p>	
4.	<p>Public Participation:</p> <p>a. A member of the public asked whether Items 10,11,12 on the Agenda regarding exempt business was to do with matters relating to employment and stated if the item to be discussed was not to do with employment then the public and press should not be excluded. Councillors said it was not regarding employment.</p> <p>b. A member of the public has approached Cllr Mrs Flood re FP7 The Drove footpath being used as a bridleway when it is not designated as bridleway. Clerk to investigate whether it is designated a footpath and whether there is an existing fingerpost sign.</p>	Clerk

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5.	<p>Update from Abbots Ann Vision:</p> <p>Mr Ray Lucas and Mr Neil Palmer from AAV spoke about the Village Action Plan – they felt it was time to transfer responsibility of the plan to the Parish Council. All the village projects are in the plan together and could be easily maintained in one document. Cllr Hayter agreed to be the Parish Council contact with AAV and Cllr Bleeker offered to assist.</p>	AH/SB
(15).	<p>Agenda Item 15 brought forward – all agreed - Update from Abbots Ann Action.</p> <p>Cllr Mrs Flood reported regarding TVBC’s Draft Local Plan. It is currently with the Inspector and expects his report to be available on the TVBC website by Christmas. The Richborough application for development at Bulbery field is to be discussed at the Northern Area Planning Committee on 19 November 2015. It was noted that the Planning Officer has recommended refusal.</p> <p>A letter drafted by Abbots Ann Action is to be sent from the Parish Council to all Planning Committee members emphasising the objections which have already been made – Proposed: Cllr Hayter Seconded: Cllr Bleeker - all agreed. Cllr Flood offered to send the letter to each member of the Planning Committee.</p> <p>A discussion followed regarding the Parish Council attendance at the Planning Committee meeting, the Chairman confirmed a slot has been booked for a member of the Parish Council to speak at the meeting, Cllrs Bleeker and Deacon volunteered to attend and speak, Cllrs Howard and Coffey said they will attend. Mr Ray Lucas suggested AAA could help prepare a script.</p> <p>A discussion was held regarding value of SHLAA land, AAA will take another look at the value of SHLAA land.</p> <p>Mr Lucas said AAA had been in existence for some time and felt there should be a review of the relationship with the Parish Council. AAA would like to bring forward a paper to a future meeting.</p> <p>Cllr Flood explained the information in the latest Hampshire and IOW Devolution proposal newsletter and advised that Parish Councils will be consulted but it is not at that stage yet.</p> <p>Dr Moon of AAA suggested if the Parish Council wished to object then a letter could be sent to the MP. Cllr Bleeker suggested the Parish Council write to the MP to express concern regarding the Devolution proposals. Cllr Flood will feedback to TVBC.</p>	BD/SB
6.	<p>Actions from the meeting held 1 October 2015 to be provided by members:</p> <p>Item 5.10 – Cllr Deacon asked whether further publicity for the Burghclere Down meeting on 21st November was needed. Cllr Howard advised that over 100 “hits” had been recorded on the social media page for Burghclere Down.</p> <p>Item 9 - Councillors agreed to have Extraordinary Meeting to discuss AAA/AAV/Neighbourhood plan in January. Clerk to book meeting.</p> <p>Item 11 – Cllr Mrs Bleeker confirmed the defibrillator application has been sent to SCAS for approval of the location.</p>	Clerk
7.	<p>Planning and tree applications:</p> <p>15/02610/TPON – Gilberts Mead, 15 Kingsmead, Anna Valley, Abbots Ann. T1 T2 Swedish White Beam – to fell. No objection.</p> <p>Proposed: Cllr Hayter Seconded: Cllr Bleeker.</p> <p>15/02/702/ TREEN – The Old Rectory – application to replace trees with hedging. Cllr Deacon to organise a site visit before the Parish Council can consider the application.</p>	BD

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(17).	<p>Agenda Item 17 brought forward - Manor Close Playing Field Contract, the undertakings and the date on which the annual rent is or has been paid.</p> <p>Clerk confirmed the lease has been paid for 2015, cheque number 940, paid 30th June and cheque was presented on 7th July.</p> <p>Cllr Hayter agreed to scan and publish the Contract on the village website for information.</p> <p>Cllr Bleeker asked that the lease payment be added to the budget for next year.</p>	<p>AH</p> <p>Clerk</p>																					
	Note: Agenda Item 8 was missing from Agenda.																						
9.	<p>Borough and County Councillor Reports:</p> <p>Cllr Mrs Flood reported:</p> <p>The annual audit of the accounts for 2014/15 for TVBC has been completed and an Annual Audit Letter has been issued.</p> <p>The car park at Andover Magistrate Courts is now open as a pay and display.</p> <p>The Andover Christmas lights switch on event is on 20 November 2015 from 5.00pm to 7.30pm.</p>																						
10.	<p>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.</p> <p>Members of the public, press and the Clerk withdrew from the meeting.</p>																						
11.	<p>Exempt Business, under the Local Government Act 1972, Schedule 12A, Part 1(1), being matters relating to Employment, and TO RESOLVE as appropriate.</p>																						
12.	<p>THAT Members of the Public and the Press be re-admitted to the Meeting.</p> <p>Councillors agreed to extend the meeting for a further 30 minutes: Proposed: Cllr Bleeker Seconded: Cllr Hayter.</p>																						
13.	<p>Finance:</p> <p>a. Councillors to propose the financial statement for the period 1st – 31st October 2015 is accepted as a correct record:</p> <p>RESOLVED: Cllr Bleeker proposed the financial statements for the period 1st – 31st October 2015 were agreed as a correct record, Cllr Hayter seconded, all agreed.</p> <p>b. Councillors to approve the following payments to be made:</p> <p>RESOLVED: Proposed: Cllr Bleeker Seconded: Cllr Hayter.</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Chq No.</th> <th style="text-align: left;">Amount</th> <th style="text-align: left;">Payee</th> </tr> </thead> <tbody> <tr> <td>1030</td> <td>£125.00</td> <td>D Murphy – Grounds Maintenance</td> </tr> <tr> <td>1031</td> <td>£187.00</td> <td>Enham – Gardening Services</td> </tr> <tr> <td>1032</td> <td>£150.56</td> <td>A Taylor – RFO Expenses</td> </tr> <tr> <td>1033</td> <td>£758.24</td> <td>C Cotterell – Clerk’s Salary</td> </tr> <tr> <td>1034</td> <td>£519.90</td> <td>C Cotterell – reimbursement for laptop/software/hard drive.</td> </tr> <tr> <td>1035</td> <td>£25.00</td> <td>D Murphy – Grounds Maintenance.</td> </tr> </tbody> </table> <p>c. To Note: Minutes of 3rd September were incomplete owing to a printing error. To resolve: That the financial statements which were approved at 3rd September meeting now be appended to the Minutes of that meeting. Proposed: Cllr Deacon. Seconded: Cllr Hayter.</p>	Chq No.	Amount	Payee	1030	£125.00	D Murphy – Grounds Maintenance	1031	£187.00	Enham – Gardening Services	1032	£150.56	A Taylor – RFO Expenses	1033	£758.24	C Cotterell – Clerk’s Salary	1034	£519.90	C Cotterell – reimbursement for laptop/software/hard drive.	1035	£25.00	D Murphy – Grounds Maintenance.	
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14.	<p>Cllr Hayter to seek approval of the Churchyard T&Cs. To adopt the new regulations distributed prior to the meeting:</p> <p>A discussion took place regarding existing regulations of the Churchyard T&Cs, Cllr Griffiths advised that the Parish Council is responsible for the maintenance of Churchyard and for the administration of the Burial Ground.</p> <p>Councillors agreed to defer this item and to agree terms of reference for the Burial Ground as an agenda item at the next meeting.</p>	Deferred
16.	<p>Cllr Griffiths to report on attendance in June with Test Valley Association of Town and Parish Councils (TVATPC) and whether the AAPC needs to respond to the survey issued by TVATPC:</p> <p>Cllr Griffiths to circulate the minutes to Councillors.</p> <p>(Note: This item was not numbered on the Agenda – now numbered 16, following items are renumbered)</p>	BG
18.	<p>Cllr Howard to confirm arrangements of the informal meeting at Burghclere Down Community Centre on Saturday 21st November:</p> <p>Cllr Howard confirmed the informal meeting was booked for 10.30 to 12.00 on 21st November and a formal Parish Council meeting is booked for 3rd March 2016.</p>	Note
19.	<p>Cllr Hayter to propose a different approach to the agenda for the Annual Meeting of the Parish:</p> <p>Councillors agreed to defer this item to the next meeting.</p>	Deferred
20.	<p>Cllr Hayter to update Action Tracker List and any actions required by Councillors to progress: Cllr Hayter provided updated copies of the Action Tracker List.</p>	Note
21.	<p>Cllr Bleeker to update on action to purchase the defibrillator for the village: Updated earlier in Item 6.</p>	Note
	<p>Meeting extended by a further 30 minutes – Proposed: Cllr Hayter Seconded: Cllr Howard. Cllr Coffey left the meeting at 9.30pm</p>	
22.	<p>Correspondence:</p> <ol style="list-style-type: none"> 1. Letter received from Mr Stokes thanking the Parish Council for the computer and thanking Mrs Griffiths for her work in covering the role of RFO. 2. Other correspondence: Letter received from Hampshire Constabulary, advising a PCSO can attend Parish Council meetings. Emails received from Dr Whyte regarding speed limits. Cllr Griffiths to circulate emails to Councillors. Letter from HCC advising that there is not a template letter regarding overgrown vegetation. In the case of vegetation overgrowing the highway HCC should be advised and they will contact landowner. 	Note BG
23.	<p>Cllr Griffiths to seek the Council's approval for the erection of the two remaining Memorial Stones for the Garden of Remembrance:</p> <p>Cllr Griffiths to arrange quotes to carry out work. Agreed can proceed with work if the cost is less than £500 as per Standing Orders</p> <p>Proposed: Cllr Howard Seconded Cllr Deacon - all agreed.</p> <p>A discussion took place regarding the removal of railings to increase the size of the Burial Ground, Councillors agreed to publish an explanation for villagers in the parish magazine in January. Clerk to prepare and submit.</p>	BG Clerk
24.	<p>To approve:</p> <ol style="list-style-type: none"> 1. Arrangements for Clerk's remuneration 	

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	<p>2. Approval of purchase of computer by Clerk and establishment of a dedicated landline telephone connection.</p> <p>3. Clerk's training schedule.</p> <p>All approved - Proposed: Cllr Deacon Seconded: Cllr Hayter</p> <p>Clerk to book required training courses.</p>	Clerk
26.	<p>To discuss whether the PC continues with the Village website or it has its own dedicated site.</p> <p>Agreed to continue with current website. Cllr Deacon to liaise and arrange training for herself and Clerk.</p>	BD
27.	<p>Cllr Griffiths to discuss email policy:</p> <p>Councillors agreed this could be added to the Standing Orders when reviewed in April 2016.</p>	Note
28.	<p>The next meeting of the Parish Council will be held on 3rd December 2015.</p> <p>Agenda Items:</p> <p>To approve Churchyard T&Cs and adopt new regulations for the Burial Ground.</p> <p>To propose a different approach to Agenda for Annual Meeting of the Parish.</p>	

Meeting closed at 10.00pm