



# ABBOTTS ANN PARISH COUNCIL

Minutes from the Meeting  
held on Thursday 2<sup>nd</sup> September at 19:00  
at The War Memorial Hall, Abbots Ann.

## COUNCIL MEMBERS

	In Attendance	Apologies	Absent
<b>Councillor Jordan (Chairman)</b>	√		
<b>Councillor Howard (Vice Chairman)</b>		√	
<b>Councillor Jones</b>	√		
<b>Councillor Perkin</b>	√		
<b>Councillor Roberts</b>		√	
<b>Councillor Wallis</b>	√		
<b>Councillor Coffey</b>		√	

### Also, IN ATTENDANCE:

Amanda Owen - Clerk, Hampshire County Councillor David Drew and Borough Councillor Coole & 3 members of the public.

<b>210901</b>	<b>To Receive Chairman's Opening Remarks.</b> Councillor Jordan welcomed everyone to the meeting and advised that the meeting is recorded by the Parish Council and may be recorded by members of the public.
<b>210902</b>	<b>To receive and accept apologies for absence.</b> Apologies were <b>RECEIVED</b> and <b>ACCEPTED</b> from Councillor Howard, Councillor Roberts & Councillor Coffey due to personal reasons. Apologies were <b>NOTED</b> from Councillor Maureen Flood. Apologies were also <b>NOTED</b> from Rosemary Griffiths.
<b>210903</b>	<b>To receive declarations of Disclosable Pecuniary Interests relating to items on this agenda.</b> There were no declarations of Disclosable Pecuniary Interest relating to items on this agenda <b>RECEIVED</b> .
<b>210904</b>	<b>To approve the minutes of the Parish Council Meeting held on 5<sup>th</sup> August 2021.</b> The minutes of the Parish Council meeting held on Thursday 5 <sup>th</sup> August 2021 were <b>APPROVED</b> . Proposed by Councillor Jordan, seconded by Councillor Wallis. All members voted unanimously to <b>ACCEPT</b> this resolution.
<b>210905</b>	<b>To receive updates already published and any further updates provided.</b> The reports submitted for the Parish Council meeting were <b>NOTED</b> and can be found as <b>APPENDIX A</b> .  Councillor Wallis updated with regards to CIL grant of £250,000, and the need for additional fundraising of £350,000 by December 2023. The flooring has yet to be fitted, a date for installation is pending by the fitter. Councillor Wallis also advised that there is a need to consider new heaters, table and chairs to be able to hire function room again as the Women's Institute are keen to book the room. It was also noted by Councillor Wallis that a booking member, cleaner and caretaker will be required.  Councillor Jones reiterated the grass situation at the Green. It was noted by Councillor Jordan that the Clerk is to follow up with Test Valley Borough Council and Larkstel are to provide a schedule of dates when they are attending.  Councillor David Drew provided a brief overview of his report and apologised for having to leave early.  Councillor Coole updated with regards to CIL approval. Councillor Coole also advised of the

# ABBOTTS ANN PARISH COUNCIL



	<p>purchase of additional 250 developer credits for Nitrate off setting and advised that the next phase of the Andover Master Plan Feasibility Study and Design Guides of the Town Centre had been agreed at a cost of £419,000.</p> <p>The Clerk advised that the Holly Tree has now been felled and is contacting TVBC regularly with regards to S106 funding for benches at the Green.</p>																																								
<p><b>210906</b></p>	<p><b>To note the current financial situation and the reconciliation of the bank balance.</b>                  The current financial situation and the reconciliation of the bank balance were <b>NOTED</b> with the bank balance as at 31<sup>st</sup> August 2021 being £42,516.21. The bank reconciliation can be found as <b>APPENDIX B</b>.</p>																																								
<p><b>210907</b></p>	<p><b>To approve the requests for payments for September.</b>                  The payments as listed in the table below were <b>APPROVED</b> for payment.                  Proposed by Councillor Jordan, seconded by Councillor Jones.                  All members voted unanimously to <b>ACCEPT</b> this resolution.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="4" style="text-align: center;">September Payment Requests</th> </tr> <tr> <th style="width: 25%;">TO</th> <th style="width: 45%;">FOR</th> <th style="width: 15%;">INVOICE NO</th> <th style="width: 15%;">AMOUNT</th> </tr> </thead> <tbody> <tr> <td>Staff</td> <td>Salaries</td> <td>Sept</td> <td style="text-align: right;">£1,005.90</td> </tr> <tr> <td>Amanda Owen</td> <td>Staff Expenses</td> <td>Aug</td> <td style="text-align: right;">£34.48</td> </tr> <tr> <td>Larkstel</td> <td>Grounds Maintenance - July</td> <td>INV-0206</td> <td style="text-align: right;">£645.00</td> </tr> <tr> <td>War Memorial Hall</td> <td>Hall Hire - September</td> <td></td> <td style="text-align: right;">£15.75</td> </tr> <tr> <td>DM Payroll Services</td> <td>Payroll Services (6 Months)</td> <td>Inv 1635</td> <td style="text-align: right;">£60.00</td> </tr> <tr> <td>Came &amp; Company</td> <td>Parish Council Insurance - 2021 / 2022</td> <td>1557209</td> <td style="text-align: right;">£1,646.89</td> </tr> <tr> <td>John Heather</td> <td>Telephone Box Refurbishment</td> <td></td> <td style="text-align: right;">£102.71</td> </tr> <tr> <td></td> <td style="text-align: center;">Total</td> <td></td> <td style="text-align: right;">£3,510.73</td> </tr> </tbody> </table>	September Payment Requests				TO	FOR	INVOICE NO	AMOUNT	Staff	Salaries	Sept	£1,005.90	Amanda Owen	Staff Expenses	Aug	£34.48	Larkstel	Grounds Maintenance - July	INV-0206	£645.00	War Memorial Hall	Hall Hire - September		£15.75	DM Payroll Services	Payroll Services (6 Months)	Inv 1635	£60.00	Came & Company	Parish Council Insurance - 2021 / 2022	1557209	£1,646.89	John Heather	Telephone Box Refurbishment		£102.71		Total		£3,510.73
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<p><b>210908</b></p>	<p><b>To approve the renewal costs of £1596.89 for Abbots Ann Parish Council Liability Insurance in accordance with the three year long term arrangement.</b>                  It was <b>RESOLVED</b>                  to approve the renewal costs of £1596.89 for Abbots Ann Parish Council Liability Insurance in accordance with the three year long term arrangement.                  Proposed by Councillor Jordan, seconded by Councillor Jones.                  All members voted unanimously to <b>ACCEPT</b> this resolution.</p>																																								
<p><b>210909</b></p>	<p><b>To advise Councillors to consider budgetary requirements for 2022 / 2023 for initial discussion in October.</b>                  It was <b>NOTED</b>                  that Councillors were asked to consider budgetary requirements for their portfolios for 2022 / 2023. Councillors were asked for their initial bids prior to the October meeting to help prepare the draft budget by November for sign off at the December meeting.</p>																																								
<p><b>210910</b></p>	<p><b>To approve Test Valley Borough Council to conduct monthly play area and skate park inspections at a cost of £70.00 per month, or approve a contractor to provide training.</b>                  It was <b>RESOLVED</b>                  to appoint Test Valley Borough Council to conduct monthly play area and skate park inspections at a cost of £70.00 per month.                  Proposed by Councillor Jordan, seconded by Councillor Perkin.                  All members voted unanimously to <b>ACCEPT</b> this resolution.</p>																																								

# ABBOTTS ANN PARISH COUNCIL



210911	<p><b>To appoint 'Do the Numbers' as the Internal Auditor for 2022.</b> It was <b>RESOLVED</b> to appoint Do The Numbers as the Internal Auditor for 2022. Proposed by Councillor Jordan, seconded by Councillor Jones. All members voted unanimously to <b>ACCEPT</b> this resolution.</p>
210912	<p><b>To adopt the updated Burial Ground Regulations.</b> It was <b>RESOLVED</b> to adopt the updated Burial Ground Regulations as published, noting that a minor amendment with regards to fee for Clerk attendance which may be introduced at a later date. Proposed by Councillor Jordan, seconded by Councillor Jones. All members voted unanimously to <b>ACCEPT</b> this resolution.</p>
210913	<p><b>To approve the contractor to install the benches at The Green on receipt of S106 funds.</b> It was <b>RESOLVED</b> to appoint Robert Benes as quoted, at £300.00 to install three benches at The Green once funding has been received from Test Valley Borough Council. Proposed by Councillor Jordan, seconded by Councillor Jones. All members voted unanimously to <b>ACCEPT</b> this resolution.</p>
210914	<p><b>To discuss the Wild Flower Meadow at the Green.</b> After a brief discussion it was <b>PROPOSED</b> by Councillor Jordan that a formal review is to be conducted alongside the Environment portfolio with John Moon at the April 2022 meeting. This motion was approved on a vote of 3 FOR, with 1 ABSTENTION.</p>
210915	<p><b>To consider the following planning application:</b></p>
210915.01	<p><b>21/02407/TREEN</b> <b>T1 – Group of Interconnected Goat Willow Trees – Reduce spread by 50% in all directions.</b> <b>T2 – Osier – Cut to Ground.</b> <b>Bridge Meadow. Duck Street, Abbots Ann.</b> The Parish council had <b>NO OBJECTION</b> to this application. Proposed by Councillor Jordan, seconded by Councillor Wallis. All members voted unanimously to <b>ACCEPT</b> this resolution.</p>
210915.02	<p><b>21/02446/FULLN</b> <b>Demolish conservatory and replace with a single storey rear extension</b> <b>5 St Marys Meadow, Abbots Ann, SP11 7SZ</b> The Parish council had <b>NO OBJECTION</b> to this application. Proposed by Councillor Jordan, seconded by Councillor Wallis. All members voted unanimously to <b>ACCEPT</b> this resolution.</p>
210916	<p><b>To agree the date of the next meeting as 7<sup>th</sup> October 2021.</b> The date of the next meeting was agreed as Thursday 7<sup>th</sup> October 2021 provisionally at the Bulbery Pavilion.</p>

There being no other business, the meeting closed at 20:11.



# ABBOTTS ANN PARISH COUNCIL

## APPENDIX A

### Environment Portfolio Report Sept 2021

Gordon Howard, the Parish Clerk and myself met on the Green to discuss the condition of the Green as a whole including the borders, the extent of cuttings dumped on the borders and the state of the Wildflower Meadow.

#### Grass on The Green

It was noted that the grass was overgrown and was not being cut every fortnight as specified in the contract with TVBC. The Parish Clerk had been in touch with TVBC but to no avail. As a result TVBC Councillor Maureen Flood was asked to follow up the grass cutting issue on our behalf. She found out from Matt Casson, TVBC, that the mower used to cut the Green had broken down. Confusingly he said that "we need to cut back the tree that is by the gate so we that we can get the tractor in to cut the green which we will do today". The Green was cut that day but not underneath the overhanging beech tree by the east entrance. AS a result I recommend that the Parish Clerk requests Edelweiss to submit another revised tree application to TVBC to cut the overhanging limb of the tree on the Green.

Some of the borders to the Green have become overgrown and there is evidence of dumping of old grass cuttings/vegetation. Also some properties backing onto the Green are not maintaining their boundaries on the Green. The Parish Clerk will be writing to adjoining properties to request that they maintain their fences/hedges backing onto the Green.

#### Wildflower Meadow

Negative comments have been received that the Wildflower Meadow is looking a mess. I have discussed this with John Moon who maintains it for us. He has agreed to trim around the boundary fence of the wildflower meadow in approximately two weeks time and he will leave the cuttings to die down and decompose on the ground. With regard to the wildflower meadow itself, John will be doing end of season maintenance late September/October, once the plants have died down and had a chance to drop their seed. At the same time he will remove the saplings that have appeared there. They are suckers that have travelled from a previously felled Robinia tree that was growing in the grounds of Edelweiss.

I informed John Moon that as the copse had been cleared he would no longer be able to leave any cuttings there. John said that the end of season maintenance of the wildflower meadow would result in too many grass cuttings and plant debris for him to clear away himself but that if the Parish Council were to supply a compost bin near to the service gate, on the south boundary of the Green, he could leave it there and we could arrange for disposal of the contents. Councillor Howard does not think there should be a compost bin as all sorts of things will end up in it and we would end up having to take it away. He believes that the best long term solution would be to admit that the Wildflower Meadow was a mistake and incorporate it back into the Green rather than muddle on. However John has pointed out that wildflower meadows do not look good all the time. Before it was created there was a survey of interested Parishioners who overwhelmingly supported a wildflower meadow on the Green. More recently, in February, there was a good turn out of Parishioners, including AAPC Chairman Andy Jordan, at a ceremony to unveil the interpretation board for the Wildflower Meadow. Abbots Ann Parish Council are invited to consider the issues mentioned.

#### The Copse

Work to tidy up and level the copse on the Green has been completed. Many people have given positive feedback. The copse will require ongoing maintenance to ensure that it does not become overgrown again. The Parish Clerk will be writing to local people to find out if there is anyone willing to volunteer to maintain the copse. If there is no response then existing contractor Larkstel could be approached.

Councillor Anne Jones  
25th August 2021



# ABBOTTS ANN PARISH COUNCIL

## **Sports and Recreation Update - 26<sup>th</sup> August 2021**

### Pavilion

The painting has been finished and a new floor covering for the function room has been ordered. There has been no progress on the purchase and fitting of other items needed to finish the renovation. The foliage bordering the car park, from the pavilion to the containers, is rather overgrown again and in need of a trim. Nil else to report.

Councillor Chris Wallis

## **Amenities Portfolio Update for 2<sup>nd</sup> September 2021**

### **St Mary's Church Abbots Ann - Closed Churchyard**

#### **Church Path Fence**

The new fence has been repaired and the bill sent to the owners of the Water Meadows

#### **Churchyard Footpaths**

A site meeting was held with Ray Lucas and Andover Groundworks. Their written response is awaited. A firm is planned to investigate possible solutions.

#### **Burial Ground Fence**

An invitation to quote for the repair of the Burial Ground fence has been prepared for the Clerk to invite proposals. For clarification – The works proposed are for the fence alongside Church Path and Church Road. It is not proposed to touch the fence bordering the neighbour to the South of the Burial Ground as it is now inside a tidy mature hedge planted by the neighbour.

#### **Play Areas**

Agenda Item 210910 for the 2<sup>nd</sup> Sep meeting is to approve £70 per month for TVBC to carry out the monthly inspections of AAPC Play Areas. The annual costs will be slightly more than that for the previous quarterly ones, the contract for which was cancelled without putting a new one in place. We are, however, required to have monthly inspections.

As previously discussed will have to pay £840 a year to TVBC. The alternative would be to pay £70 or arrange for a training course for a volunteer, required because of insurance purposes, to carry out the monthly checks.

There is still the question of carrying out any routine maintenance found necessary. At our 5<sup>th</sup> Aug meeting Cllr. Flood volunteered to ask TVBC if their staff were in the business of charging to maintain Parish Play areas, but has still to come back to the Clerk.

Councillor Gordon Howard  
Amenities Portfolio Lead

## **TVBC Report – September 2021 – Councillor Maureen Flood**

### Abbots Ann Sports Field & Community Clubhouse

TVBC Cabinet and Council has approved the release of £250,000 from the Community Infrastructure Levy fund towards a community clubhouse and Multi Use Games Area at Bulbery Sports Field: subject to £325,000 of additional funding being secured by 31 December 2023.



## ABBOTTS ANN PARISH COUNCIL

### Afghanistan Crisis

Hampshire County Council are co-ordinating the response in Hampshire, in conjunction with the Home Office. To date the only official request received by TVBC is to make two family houses available under the Afghan Locally Employed Staff scheme: two furnished properties have been offered in partnership with Aster.

TVBC have made offers to both the Afghan Locally Employed Staff Scheme and the Afghan Resettlement Scheme. Two Saints have also been engaged to support families with their day-to-day needs.

### Tree Planting.

Over this autumn and winter Test Valley will plant 10.000 trees – young trees or ‘whips’ & standard trees e.g. hazel, hawthorn, field maple, beech oak and lime across the Borough. If appropriate land can be identified TVBC hope to plant a similar number of trees in each of the next three years.

### **Update from Hampshire County Council – September 2021 – Councillor David Drew**

August has been a quieter month, as is to be expected over the holiday period. I’ve therefore added a note about your Air Ambulance at the bottom, with a link, which I think you may find of interest.

### **A safe return to education – new Covid measures for the Autumn term**

As the autumn term approaches, Hampshire County Council is highlighting the COVID-19 measures that will be in place across the county’s pre-schools, schools and colleges, to support pupils and students to safely return in full to face-to-face learning.

<https://www.hants.gov.uk/News/20210827backtoschool>

### **Helping Afghan evacuees - how to donate**

Hampshire County Council is pleased to be working with local partners including our District and Borough councils, NHS, support providers and local charities to assist Afghan families moving to the UK to re-settle as part of the Government’s Afghan Relocation and Assistance Policy programme.

<https://www.hants.gov.uk/News/08262021afghanrefugeehelp>

### **Hampshire partners in waste prevention call for tougher legal action on fly-tippers**

Hampshire County Council and the county’s other local authority partners within the Project Integra waste disposal partnership have joined over 150 other local authorities and 10 professional bodies to call for the Sentencing Council - the Council for England and Wales which promotes greater consistency in sentencing, whilst maintaining the independence of the judiciary - to consider tougher fines and sentences for fly-tipping offenders

<https://www.hants.gov.uk/News/20210818Fly-tippingPenaltyCall>

### **New one-stop-shop for family historians as Hampshire Genealogical Society creates new base in county Record Office**

Finding out more about your ancestors is set to get easier as Hampshire Record Office in Winchester becomes the new home of the Hampshire Genealogical Society – with the Society’s volunteers and Record Office staff together offering a one-stop-shop of support for people researching their family history.

<https://www.hants.gov.uk/News/05082021Genealogicalhome>

### **Hampshire & IoW Air Ambulance**

July 2021 has been our second busiest month since March 2020 with 145 deployments. This was up slightly compared to a year ago, although significantly down on July 2019.

97 incidents responded to by air, the remaining 48 by road.

There was a doctor on every day shift; this has almost always been the case now since April 2020. Where a doctor has not been present HIOWAA delivers an enhanced level of care to patients compared to that of a standard ambulance road crew.

The cost for providing this service is in the region of £15,000 every day – paid for by generous support from the public.

<https://www.hiowaa.org/july-mission-breakdown/>

Cllr David Drew

Test Valley Central Division, HCC

# ABBOTTS ANN PARISH COUNCIL



## APPENDIX B

Date: 31/08/2021

Abbots Ann Parish Council

Page 1

Time: 20:01

Bank Reconciliation Statement as at 31/08/2021  
for Cashbook 1 - Lloyds Treasurers Account

User: AMANDA

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Lloyds Treasurers Account	31/08/2021		42,516.21
			<u>42,516.21</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			42,516.21
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			42,516.21
		Balance per Cash Book is :-	<b>42,516.21</b>
		Difference is :-	<b>0.00</b>