

AWBRIDGE PARISH COUNCIL

Minutes of the Annual Meeting of Awbridge Parish Council held in Awbridge Village Hall, Romsey Road, Awbridge SO51 0HG on Thursday, 17th May 2018 at 7.30pm

Present: Cllrs Allen (**PA**) (Chair), Hawthorne (**AH**), Jackson (**GJ**), Legon (**PL**), Seymour (**KS**), Wheeler (**SW**).

In attendance: TVBC Cllrs Nick Adams-King, Gordon Bailey, Kerry Daley, Awbridge Neighbourhood Development Plan Steering Group (**KD**), 6 Members of the public

Apologies: Cllr Daley, HCC Cllr Roy Perry

Clerk: Ian Milsom

Actions

1. 47/18 **To receive and accept apologies from those Members absent from the meeting**
Apologies were received and accepted from Cllr Daley,

2. 48/18 **To elect a chairman**
Nominations received: Cllr Peter Allen
It was proposed by **GJ**, seconded by **KS** that Cllr Peter Allen be elected to serve as chair for the year 2018/19.
Resolved.

To elect a vice chairman
Nominations received: Cllr Clive Daley
It was proposed by **PA**, seconded by **AH** that Cllr Clive Daley be elected to serve as Vice Chair for the year 2018/19. **Resolved.**

3. 49/18 **Public observations/questions on agenda items**
There was a question about donations towards the resurfacing of the village hall car park – see agenda item 14.II below. **PA** advised that Awbridge District Village Association (ADVA) and Awbridge Village Hall Trust would be making contributions.

An observation was made regarding planning application 18/01166/HCC3S – see Appendix 1 – regarding the most appropriate route for construction traffic accessing the school.

4. 50/18 **To record declarations of interest relating to this meeting**

No declarations were made.

5. 51/18 **Approval of Minutes**
 - I. To note that the minutes of the 2017 Annual Parish Council meeting were approved at the meeting of the Parish Council held on 6 July 2017.
Noted.

Signed:
Designation: Chair
Date:

- II. To approve the minutes of the Parish Council meeting held on 5 April 2018.

It was proposed that the minutes be approved as an accurate record of the business conducted. **Resolved.**

6. 52/18 Pecuniary interests

The clerk asked Members to confirm that their register of pecuniary interests is accurate and up-to-date

All Members confirmed that their register is up-to-date and that there have been no changes or additions.

7. 53/18 Election of representatives to outside bodies

The following representatives were agreed for 2018/19

- Test Valley Association of Town & Parish Councils
Cllr Wheeler
- Neighbourhood Development Plan Steering Group
Will be shared between Cllrs Allen and Daley
- Roke Manor Liaison Committee
Cllr Allen
- Village Hall Trust representative
Cllr Allen
- Awbridge District Village Association representative
Cllr Allen

8. 54/18 Working groups

To confirm existing working groups and their respective delegated authority

- Human Resources
The clerk explained that this was established to deal with staffing matters, including salary rates and annual increments, with recommendations being reported to full council for ratification.

Cllrs Allen and Daley currently form the Human Resources Working Group

It was proposed that Cllrs Allen and Daley continue to form the Human Resources Working group under its current terms of reference. **Resolved.**

Signed:
Designation: Chair
Date:

9. 55/18 To agree councillor areas of responsibility

The following areas of responsibility were proposed and resolved.

- Highways - Cllr Allen
- Southern Water contact - Cllr Legon
- Parish Lengthsman contract - Cllr Seymour
- Traffic and parking – Cllr Allen
- Bridle paths/Rights of way – Cllr Wheeler
- Fixed assets – Cllr Allen
- Planning Lead – Councillor Jackson
- Parish Council Profile – Cllr Jackson

10. 56/18 Hampshire County Council and Test Valley Borough Council Members' reports

TVBC Cllr Nick Adams-King (**NAK**) gave a verbal report.

Planning

No news about any planning applications other than school – See Appendix 1.

Neighbourhood Development Plan (NDP)

Following statutory consultation, NDP area has been confirmed by Test Valley Borough Council.

NAK advised that currently there is no NDP Steering Group and provided a brief background to events that led to the resignation of two key members of the Group. However, they have not parted company completely and have cooperated in the completion of the neighbourhood survey. **NAK** thanked Cllrs Allen and Seymour for their hard work in ensuring completion of the survey.

NAK addressed the survey question about householders' plans for development of their land. Concerns had been expressed about the gathering of this information via the survey questionnaire, and how the resulting information would be kept confidential. **NAK** advised that he had discussed these issues with the TVBC Planning Department, who responded as follows:-

1. Was it correct to ask for this information?

This information would have to be collected at some stage to inform the NPD, so it **was** appropriate to approach this via the questionnaire. TVBC does the same through the medium of the Strategic Housing Land Availability Assessment (SHLAA). This doesn't mean that development/building will necessarily follow. It is also the case that individual householders could/can approach developers independently.

2. How will this information be kept confidential.

Measures will have to be taken to keep information confidential.

Signed:

Designation: Chair

Date:

There is an NDP feedback session arranged for Monday, 18th, June 2018, which **NAK** will chair. Kerry Daley and Cllr Seymour will feedback information. TVBC Head of Planning Policy, Graham Smith will come along to talk about next steps.

In response to a question from Cllr Jackson, **NAK** confirmed that boundary changes would not significantly impact on the NDP.

A parishioner asked about NPD survey questionnaires spilling over outside Awbridge parish boundary into Newtown and Shootash. **NAK** felt it was a good idea to include the few houses on the parish boundary, particularly as boundary changes may mean that some of these houses will fall under Awbridge. The impact of the few properties not in Awbridge will have a negligible effect on the outcome of the survey

NAK advised that there had been a meeting between Test Valley Borough Council and Sothorn Water, when the Council emphasised the long-term disruption the water mains renewal work has caused to Awbridge residents and the need to reach agreement on a meaningful level of compensation.

11. 57/18 Clerk's report

The clerk made a brief verbal report covering:

General Data Protection Regulations

Parish Councils are no longer required to have a Data Protection Officer. Each Councillor should have a separate email address exclusively for council business and the clerk will look at arranging this. **Clerk**

Traffic Calming

No further developments to report. Clerk will chase up installation of the traffic signs **Clerk**

12. 58/18 Planning

- I. To confirm Chairship and membership of the Planning Committee

It was proposed that **PA** continue to chair the Planning Committee and that all parish councillors be members. **Resolved.**

Responding to a question from **SW**, the clerk confirmed that it was not a statutory requirement that the chair of the parish council should also chair the Planning Committee.

- II. To consider planning applications notified to the Council.
See Appendix 1 for details.

18/01069/FULLS

Homeview Old Salisbury Lane Awbridge SO51 0GD

Signed:

Designation: Chair

Date:

Conversion and extension to existing garage to form new dwelling.

It was proposed that Council's response to this application be 'No Objection'. **Resolved.**

Clerk

18/01166/HCC3S

Awbridge County School Danes Road Awbridge Romsey
Hampshire SO51 0HL

Construction of a synthetic turf multi-use sports area including 3m rebound fencing and access gates, an access pathway to the sports pitch and open attenuation ditch system with associated wildlife area.

It was noted that this application had not been formally notified to the Council and it was agreed that the application be carried forward until the parish council is formally consulted for its views.

Clerk

13. 59/18 Insurance cover

To note that the Council is tied-in to a three-year contract with Came & Company to enjoy a 5% reduction in the annual premium.

Noted.

14. 60/18 Finance and Administration

- I. To authorise cheque payments. See Appendix 2 for details. **Payment of £32.44 to Peter Allen approved.**
- II. To consider a request from Awbridge Village Hall Trust for a contribution of £1,000 towards the cost of resurfacing of the village hall car park

It was proposed that in principle a donation of £1000 towards the cost of resurfacing the village hall car park be made to the Village Hall Trust subject to completion of a formal request form and the supply of a copy of the invoice for the works. **Resolved.**

Clerk

- III. To review the Councils:-
 - Assets register
 - Complaints procedure
 - Procedure for handling requests made under the Freedom of Information Act 2000

The above documents and procedures were reviewed, and it was proposed that no amendments or additions are required. **Resolved.**

- iv. It was proposed that a certificate of exemption from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015 be completed, signed by the Chairman and the Responsible Finance Officer and submitted to the external auditors PFK Littlejohn. **Resolved.**

Clerk

Signed:
Designation: Chair
Date:

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- 15. 61/18 Date of next meeting of Council and items for the agenda**
 The next full meeting of the Parish Council will be held on Thursday, 7th June 2018, commencing at 7.30pm in the Village Hall. ***Key agenda item, statutory approval of annual governance and accounting statements.***

A Planning Committee Meeting is scheduled for Thursday, 28th June 2017. This will only proceed if there are planning applications to consider. ***In the absence of issue of a statutory notice of meeting by 23 June 2018, it may be assumed that this meeting will NOT go ahead.***

Meeting finished at 8.45 pm.

Appendix 1

Planning Applications

18/01069/FULLS

Homeview Old Salisbury Lane Awbridge SO51 0GD
 Conversion and extension to existing garage to form new dwelling
Expiry date 25 May 2018

No objection. Resolved.

18/01166/HCC3S

Awbridge County School Danes Road Awbridge Romsey Hampshire SO51 0HL
 Construction of a synthetic turf multi-use sports area including 3m rebound fencing and access gates, an access pathway to the sports pitch and open attenuation ditch system with associated wildlife area.

Expiry date to be notified (The Parish Council has not yet been formally notified of this application). It should be noted that LA schools have several areas of permitted development.

Application carried forward until the parish council is formally consulted for its views.

Outcome of Previous Applications

17/01597/FULLS

Berriedael Church Lane Awbridge SO51 0HN
 Application Validated ***Wed 21 Jun 2017***
 New site entrance gates with brick piers
 PERMISSION subject to conditions & notes
 Decision Issued Date 18 Apr 2018

Appendix 2

Cheque payments for approval			
Cheque number	Payee	Detail	Amount
200192	Peter Allen	Refund of cost of providing refreshments for 2018 Annual Parish Assembly	£32.44

Approved.

Signed:
 Designation: Chair
 Date: