

ABBOTTS ANN PARISH COUNCIL
Minutes from the Meeting
held on Thursday 1st April 2021 at 19:00
via the Zoom platform.

COUNCIL MEMBERS

	In Attendance	Apologies	Absent
Cllr Jordan (Chairman)	√		
Cllr Howard (Vice Chairman)	√		
Cllr Jones	√		
Cllr Perkin	√		
Cllr Roberts	√		
Cllr Wallis	√		
Cllr Coffey	√ (8.05pm)		

Also, IN ATTENDANCE

Karen Ross- Locum Clerk, 9 Members of the public, Maureen Flood- Test Valley Borough Councillor

- 1 **To Receive Chairman's Opening Remarks**
 Cllr Jordan welcomed every-one to the meeting and advised that the meeting will be recorded by the Parish Council and may be recorded by members of the public.
- 2 **To Receive and accept apologies for absence**
 Cllr Coffey had previously advised that she would be late to the meeting due to a previous commitment.
- 3 **To receive any Declarations of pecuniary Interest**
 There were no Declarations of pecuniary Interest **RECEIVED**
- 4 **To approve the minutes to be an accurate record of the meeting held on 4th March 2021**
 The minutes were **APPROVED** as an accurate record of the meeting held on 4th March 2021
 Proposed by Cllr Jordan
 Seconded by Cllr Howard.
 All members voted unanimously to accept this resolution.
- 5 **To receive updates already published and any further updates provided.**
Recreation
 A short guidance about people using the play areas and skate park in the Parish during the Covid 19 easing of restrictions has been published in the latest issue of the Parish Magazine.
Environment
 March has been a busy month on the Green. I have received positive feedback on the bulbs. A new interpretation board for the wildflower meadow was unveiled by myself and Councillor Jordan at a small ceremony held on the Green at the beginning of the month. John Moon has agreed to maintain the wildflower meadow and interpretation board for the time being. Disposal of grass cuttings from the wildflower meadow will need to be resolved.
 I have met various contractors to get quotes for work to clear and tidy the copse. Quotes will be considered at the AAPC Meeting on 1st April.
 At the last AAPC meeting the Parish Council approved the removal of the kissing gate, primarily to allow pushchair and wheelbarrow access to the Green. At the time a replacement gate had not been planned. Since then, the Parish Council have received a number of complaints regarding safety mainly from residents who live near to the path. AAPC will decide whether there should be a new gate at the April meeting.
 Two new dog fouling signs have been purchased and put up on the fence of the wildflower meadow. More can be ordered if necessary. For safety reasons two collapsed benches have been removed from the Green. Replacements will be considered in due course after further research and consultation.
 Councillor Howard has assisted by addressing an issue with Pitts Path.

Policy

Cllr Jordan reported that his focus has been on recruiting a new Clerk. Six applications were received. 4 were interviewed, 2 applications were qualified clerks and 2 were seeking a change of career. The AGM and APM will be held on 6th May 2021 remotely prior to remote meeting legislation expiring on 7th May 2021.

Pavilion

4 missing roof tiles have been replaced and moss has been removed.

We are still waiting for further quotes for internal painting and for new flooring in the function room.

Sports field -The football pitch lines have been repainted.

Grass cutting and pitch rolling will recommence soon.

Organised football matches will restart on Sunday 4th April. We have bookings for most Saturdays and Sundays (one am and one pm) until the end of July. Most teams will be paying £25 per match. We will be allowing players to use the toilets in the pavilion but not the other areas. There will be appropriate COVID signage on the door.

Expenditure to date was confirmed as

Key Safe (Chris Wallis) £30.99

Roofing repairs (Chris Barlow Roofing) £120.00 (Replacement of broken/missing tiles, removal of moss)

Internal work (Haygarth Ross) £1960.63 (Removal/disposal of ceilings/insulation/floor coverings. Replacement of doors, boxing in of electrics)

Gutter repairs/replacement (Gutter Gobbler) TBC

Amenities Update

Church Path Fence - A notice has been placed in the Parish Magazine advising readers that removal of the old fence should start on 18 April and the new fence be erected in the period 25 April to 7 May; both dates are weather permitting. The owner of the large Chestnut in water meadows in the middle section of the path is applying to have it felled, which could affect work on that part of the fence.

Churchyard Footpaths - Both Faculty and Planning permission have now been granted. The PCC Fabric committee, who are kindly helping with this project, are extracting details from the architect's spec and looking to get 3 quotes for the work.

Burial Ground/ Churchyard Trees - The maintenance contractor, Larkstel, produced details of the trees and hedges concerned and the PCC is petitioning for the necessary faculty, before contacting TVBC. One holly tree near both the church and the neighbour's wall is dead and quotes are being obtained for felling it.

Maintenance Contract (on behalf of AJ) - Dates for maintenance work on grounds and footpaths have been received from Larkstel and circulated to councillors.

Borough Councillor Maureen Flood

Markets make a welcome comeback for 2021

The monthly Artisan markets are back for 2021 - Andover High Street local produce and crafts on the third Sunday of each month starting from 18 April.

The indoor pop-up craft market returns in the Chantry Centre on 24 April & 25 May.

TVBC Car Parking Charges

Charging is due to resume on April 12th when the next review of lockdown restrictions is due and non-essential shops are scheduled to re-open.

If for any reason the restrictions stay in place then TVBC will not re-introduce charging until non-essential shops are allowed to re-open.

No increase in charges, it will remain £1 for up to 2 hours in the town centre car parks. Free from 4pm to 8.30am and on Sundays and bank holidays.

Recycling in Test Valley

Test Valley Borough Council is currently limited in terms of what it can collect in brown bins as the Hampshire recycling facilities that process the waste are unable to deal with some of the materials recycled in other local authority areas, such as thin plastics. But that looks set to change thanks to the Environment Bill, currently going through parliament, which seeks to level up recycling rates right across the country.

It is looking increasingly likely that from early 2023 residents will be able to include glass, thin plastics such as pots, tubs and trays, and Tetra Pak-style cartons in their recycling bins. And in further good news, the council anticipates that it will be able to offer a weekly food waste service

6 To note the current financial situation and the reconciliation of the bank balance

The Current financial situation was **NOTED** with the Bank reconciliation being shown in Appendix A. The bank account balance is £51,064.86. Thanks went to the Clerk for the work carried out on the new Alpha software.

This was **ACCEPTED** on a proposal from Cllr Jordan and seconded by Cllr Roberts. All members voted unanimously to accept this resolution.

7 To approve the requests for payments

Due to a request from a member of the public a non- redacted payment request for March was included in the minutes

To	FOR	AMOUNT
Karen Ross	February salary	518.40
Karen Ross	March salary	731.52
HMRC	February Tax and NI	129.60
HMRC	March Tax and Ni	204.48
Smart Pension	Pension Contributions (via DD on 11.02.21)	51.24
HALC	LCPD Gold service (Feb 21 - Mar 22)	249.60
Viking	Stationery- Inv 913528	18.30
Clare Cotterell	Final Salary payment	658.94
Larkstel	Maintenance -INV-0134	422.00
Karen Ross	Zoom Reimbursement	119.00

The Requests for payment as listed in the table below were **APPROVED** for payment. April 2021

To	FOR	AMOUNT
Karen Ross	April Payroll	963.46
CPRE	Membership	36.00
Chris Barlow Roofing	Pavilion Roof Maintenance work	120.00
TVBC	Emptying Dog and Litter Bin Emptying 2020/21	1,465.92
Haygarth Ross	Sports pavilion work	1,960.63
Rialtas	Alpha 28591	772.80
SSE	Utilities	218.40
Philip Grob Blacksmiths	50% deposit payment	5,198.00
Cllr Jones	Signs	7.98
		10,743.19

8 To consider the grant request from Abbots Ann Nursery for £425.87

It was

RESOLVED

to approve under its powers afforded under section 137 the grant from Abbots Ann Nursery for £425.87. This will be funded out of the Covid Grant received by the Parish Council from central government.

Proposed by Cllr Jordan

Seconded by Cllr Jones.

This motion was passed on a vote of 5 FOR with 1 AGAINST

9 To consider reinstalling the gate at the Green, if approved to appoint the Contractor

It was

RESOLVED

to reinstall a gate at the Green

Proposed by Cllr Jordan

Seconded by Cllr Howard

This motion was passed on a vote of 5 FOR with 1 ABSTENTION

This will be subject to approval by HCC

The objections received detailed objections stating Health and Safety and personal safety.

These will be passed to HCC for their consideration.

Cllr Coffey joined the meeting at 8.05pm

It was

RESOLVED

to appoint Matt Townsend Landscaping and Fencing to supply a gate at a cost of £641

Proposed by Cllr Jordan

Seconded by Cllr Jones

This motion was passed on a vote of 6 FOR with 1 AGAINST

10 To note the cost of the maintenance contract as £1574.08

This cost of the Test Valley Borough Council maintenance contract was **NOTED** as £1574.08

11 To consider the request for the Parish Council to purchase and install a table tennis table

It was confirmed that as this request had been declined at recent meeting and therefore cannot be reconsidered within 6 months of the first application being rejected. This application could not be considered.

12 To consider what action to take with regard to Southern Water

Cllr Jordan updated the meeting. He confirmed that the sewage system was no longer fit for purpose. The estimated annual spend by Southern Water in the Parish alone is circa £1.4M on tanker fleet being used to prevent the collapse of the sewage system. Neighbouring parishes are also being subjected to similar emergency pumping. It was agreed that Borough Councillor Flood would supply the Clerk with any contacts of neighbouring Parishes who are concerned about this issue. She will liaise with Paul Lashbrook to ascertain a wider Borough view. This will be a repeat item on the next agenda.

An extension was **AGREED** for 30 minutes on a proposal from Cllr Howard and seconded by Cllr Jordan. All members voted unanimously to accept this resolution

13 To consider the following planning applications

**13.1 21/00778/TREEN - Yew Tree House, 23 Hillside,
T2 - Hawthorn - Fell, T3 - Apple - Fell, T4 - Silver Birch - Fell, T5 -Dead Standing Stem –
Fell**

The Parish Council had no objection to this application

Proposed by Cllr Jordan

Seconded by Cllr Roberts

This motion was passed on a vote of 6 FOR and 1 AGAINST

- 13.2 21/00532/TPON - Greenhaven, 23 Hillside**
T1- Yew - Crown reduction (lateral branching) by up to 2m on west side and 0.5 metres on east side, full side reduction to leave 1.5 - 2 metre lateral branching from the main stem, minor crown raise to 1.8 metres above ground level
The Parish Council had no objection to this application
Proposed by Cllr Jordan
Seconded by Cllr Jones
All members voted unanimously to accept this resolution
- 13.3 21/00701/TPON: 4 Timothys Field, Abbots Ann,**
T1 - Oak - Remove one large limb back to main stem and remove one small limb back to main stem
The Parish Council had no objection to this application
Proposed by Cllr Jordan
Seconded by Cllr Howard
All members voted unanimously to accept this resolution
- 13.4 21/00675/TREEN 53 Duck Street**
T1 - T6 - Conifers - Reduce height to 3m
The Parish Council had no objection to this application
Proposed by Cllr Jordan
Seconded by Cllr Howard
All members voted unanimously to accept this resolution
- 13.5 21/00660/TREEN 2 New Farm Cottages**
T1 Norwegian spruce – Fell
It was confirmed that this application had already been decided by Test Valley Borough Council with No objection
- 13.6 21/00623/TPON 9 Farm Road, Little Park,**
Beech Trees (T1 & T2) - Crown raise by 6 metres, Beech Trees (T3, T4, T5, T6) - Fell
It was
RESOLVED
to object to the application unless the Trees are deemed dangerous or diseased beyond the point of saving.
Proposed by Cllr Jordan
Seconded by Cllr Howard
All members voted unanimously to accept this resolution
- 13.7 21/00793/TREEN Westhill House, Monxton Road**
T1 - Hornebeam - reduce canopy by upto 1m, T2 - Hornebeam - reduce canopy by upto 1m, T3 - Cherry Blossom - reduce canopy by upto 1m, T4 - Hazel - reduce height by 2m, T5 - Bay - reduce height by upto 3m.
The Parish Council had no objection to this application
Proposed by Cllr Jordan
Seconded by Cllr Howard
All members voted unanimously to accept this resolution
- 13.8 21/00842/LBWN Constantia Cottage, 136 Little Ann Road, Little Ann, Andover**
Remove existing timber windows to north and west elevations and replace with new timber Slimline double-glazed Hampshire casement windows
The Parish Council had no objection to this application
Proposed by Cllr Jordan
Seconded by Cllr Jones
All members voted unanimously to accept this resolution

- 14 To receive the written update from Abbots Ann Land Trust**
‘We reported to the December meeting of the Parish Council the positive results of the community consultation on our development proposals.
Since then, we have been developing the scheme in response to comments from the consultation and to discussions with planning officers and others.
The main changes are:
Omission of one Affordable bungalow. This is a response to a request from planning officers that the density of the layout be reduced. The ratio of Private/Affordable changes from 48/52 to 50/50 (i.e., 12 private, 3 affordable shared ownership and 9 affordable rented).
Car parking. 2 uncovered spaces are shown for each plot except the apartments which have 1 each. Some plots have, additionally, a covered store or car port inboard of the parking spaces. There are 5 visitor spaces shown around the site. This complies with TVBC standards.
A second “farmstead” grouping has been formed at the south end of the site balancing that at the entrance.
Ecology strips on the south and north boundaries connect the existing Duck Street hedgerow and the tree belt on the south-west boundary’
- 15 To consider the request for a bootcamp on the recreation ground at 6.00am and 6pm**
This was deferred pending consultation with the Bulbery estate residents; depending on the response approval with either be given or declined, if approved a suitable hire fee will be charged.
Proposed by Cllr Jordan
Seconded by Cllr Howard
The motion was **APPROVED** on a vote of 5 FOR with 1 Against
- 16 To discuss the Village Fete**
Cllr Jordan updated the meeting on the proposed fete which will scaled down this year with the proposed use of the Green.
- 17 To agree the date of the Annual Parish Assembly as 6th May 2021 at 6.30pm prior to the Full council meeting**
This was **AGREED**
Proposed by Cllr Jordan
Seconded by Cllr Perkin
All members voted unanimously to accept this resolution
- 18 To note the date of next meeting as Thursday 6th May 2021 2021 at 7pm**
The date of next meeting was **AGREED** as Thursday 6th May 2021 2021 at 7pm
- 19 Admissions to meetings to pass a resolution in accordance with the public bodies (admission to meetings) act 1960 to exclude the public and press from the remainder of the meeting as publicity will be prejudicial to the confidential nature of the business**
It was
RESOLVED
to exclude the public and press from the remainder of the meeting as publicity will be prejudicial to the confidential nature of the business
Proposed by Cllr Jordan
Seconded by Cllr Howard
All members voted unanimously to accept this resolution
- 19.1 To consider personnel matters**
Cllr Jordan updated the meeting on the recruitment process and confirmed the preferred candidate. Their employment was agreed by Full Council and It was agreed that a socially distanced meeting should be arranged with them to discuss their employment.

Appendix A Bank Reconciliation

Date: 31/03/2021
Time: 12:51

Abbotts Ann Parish Council

Page 1

Bank Reconciliation Statement as at 31/03/2021
for Cashbook 1 - Lloyds Treasurers Account

User: KAREN

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Lloyds Treasurers Account	31/03/2021		51,064.86
			<u>51,064.86</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			51,064.86
<u>Receipts not Banked/Cleared (Plus)</u>			
01/03/2021 FPO		119.00	
01/03/2021 FPI		-119.00	
			<u>0.00</u>
			51,064.86
		Balance per Cash Book is :-	51,064.86
		Difference is :-	0.00

	Last Year		Current Year						Next Year		
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
100 Income											
1076 Precept	0	0	0	0	31,000	0	31,000	31,000	31,775	0	0
1100 Burial Ground (Income)	0	0	0	0	3,075	0	3,075	3,814	3,152	0	0
1200 Pavilion/Sportsfield Hire	0	0	0	0	0	0	0	1,170	1,500	0	0
1250 Other/Miscellaneous Income	0	0	0	0	86	0	86	91	0	0	0
1300 Donations	0	0	0	0	0	0	0	9,229	0	0	0
1310 Grants	0	0	0	0	0	0	0	10,650	0	0	0
Total Income	0	0	0	0	34,161	0	34,161	55,954	36,427	0	0
6001 less Transfer to EMR	0	0	0	0	0	0	0	10,500	0	0	0
Movement to/(from) Gen Reserve	0	0			34,161		34,161	45,454	36,427		
200 Policy											
4000 Salaries/Pension	0	0	0	0	11,759	0	11,759	11,648	12,053	0	0
4005 HMRC/PAYE	0	0	0	0	0	0	0	746	0	0	0
4055 Training	0	0	0	0	716	0	716	13	350	0	0
4080 Office Expenses	0	0	0	0	984	0	984	994	1,009	0	0
4085 Auditing	0	0	0	0	451	0	451	440	462	0	0
4070 Subscriptions	0	0	0	0	410	0	410	458	841	0	0
4075 Professional Fees	0	0	0	0	410	0	410	228	0	0	0
4080 Insurance	0	0	0	0	1,594	0	1,594	1,600	1,634	0	0
4085 Election Fees	0	0	0	0	1,000	0	1,000	1,897	1,025	0	0
4090 PC Website/Social Media	0	0	0	0	200	0	200	239	205	0	0
4100 S137/GPC	0	0	0	0	0	0	0	235	0	0	0
4105 Repairs & Maintenance	0	0	0	0	205	0	205	0	210	0	0

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	Last Year		Current Year						Next Year		
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4110 Noticeboards	0	0	0	0	900	0	900	0	923	0	0
Overhead Expenditure	0	0	0	0	18,629	0	18,629	18,495	18,712	0	0
Movement to/(from) Gen Reserve	0	0			(18,629)		(18,629)	(18,495)	(18,712)		
250 Development & Infrastructure											
4200 HCC Street Lighting	0	0	0	0	323	0	323	318	331	0	0
Overhead Expenditure	0	0	0	0	323	0	323	318	331	0	0
Movement to/(from) Gen Reserve	0	0			(323)		(323)	(318)	(331)		
300 Environment											
4250 TVBC Dog Bins/Waste Collection	0	0	0	0	1,073	0	1,073	0	1,200	0	0
4255 The Green Maintenance & Lease	0	0	0	0	801	0	801	475	821	0	0
4260 The Green/Wildflower Meadow	0	0	0	0	100	0	100	0	103	0	0
4265 Grass Cutting (The Green)	0	0	0	0	666	0	666	780	683	0	0
4275 Tree Inspections/Surveys	0	0	0	0	0	0	0	280	0	0	0
Overhead Expenditure	0	0	0	0	2,640	0	2,640	1,535	2,807	0	0
Movement to/(from) Gen Reserve	0	0			(2,640)		(2,640)	(1,535)	(2,807)		
350 Sports & Recreation											
4300 Sportsfield/Pavilion Maint.	0	0	0	0	900	0	900	1,816	923	0	0
4305 Grass Cutting (Sportsfield)	0	0	0	0	1,334	0	1,334	0	1,367	0	0
4310 Sportfield/Pavilion Utilities	0	0	0	0	305	0	305	551	313	0	0
4340 New Pavilion	0	0	0	0	500	0	500	3,500	0	0	0

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	Last Year		Current Year						Next Year		
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
Overhead Expenditure	0	0	0	0	3,039	0	3,039	5,867	2,603	0	0
Movement to/(from) Gen Reserve	0	0			(3,039)		(3,039)	(5,867)	(2,603)		
400 Wellbeing											
4400 Defibrillators	0	0	0	0	300	0	300	180	308	0	0
Overhead Expenditure	0	0	0	0	300	0	300	180	308	0	0
Movement to/(from) Gen Reserve	0	0			(300)		(300)	(180)	(308)		
450 Amenities											
4450 Grds Main (CY/BG/WMH/FP)	0	0	0	0	13,500	0	13,500	4,761	6,500	0	0
4455 Burial Ground (Exp)	0	0	0	0	0	0	0	314	3,000	0	0
4480 WMH Grds/Cpark	0	0	0	0	100	0	100	3,984	103	0	0
4485 Play Areas-Maint & Inspections	0	0	0	0	1,415	0	1,415	753	1,450	0	0
4470 Telephone Kiosk	0	0	0	0	50	0	50	0	51	0	0
4475 Project - CY Fence	0	0	0	0	5,000	0	5,000	234	3,000	0	0
4480 Project - CY Footpath	0	0	0	0	3,000	0	3,000	0	5,000	0	0
4485 Church Clock Servicing	0	0	0	0	220	0	220	215	226	0	0
Overhead Expenditure	0	0	0	0	23,285	0	23,285	10,261	19,330	0	0
Movement to/(from) Gen Reserve	0	0			(23,285)		(23,285)	(10,261)	(19,330)		
500 Grants											
4600 TVBC Covid Grant 20/21	0	0	0	0	0	0	0	2,431	0	0	0
4605 Community Support Group	0	0	0	0	0	0	0	1,144	0	0	0
4610 Village Organisations	0	0	0	0	5,000	0	5,000	0	0	0	0

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	Last Year		Current Year						Next Year		
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
Overhead Expenditure	0	0	0	0	5,000	0	5,000	3,574	0	0	0
6000 plus Transfer from EMR	0	0	0	0	0	0	0	144	0	0	0
Movement to/(from) Gen Reserve	0	0			(5,000)		(5,000)	(3,431)	0		
999 VAT Data											
115 VAT on Receipts	0	0	0	0	0	0	0	5,833	0	0	0
Total Income	0	0	0	0	0	0	0	5,833	0	0	0
515 VAT on Payments	0	0	0	0	0	0	0	3,324	0	0	0
Overhead Expenditure	0	0	0	0	0	0	0	3,324	0	0	0
Movement to/(from) Gen Reserve	0	0			0		0	2,509	0		
Total Budget Income	0	0	0	0	34,161	0	34,161	61,787	36,427	0	0
Expenditure	0	0	0	0	53,216	0	53,216	43,554	44,091	0	0
Net Income over Expenditure	0	0	0	0	-19,055	0	-19,055	18,233	-7,664	0	0
plus Transfer from EMR	0	0	0	0	0	0	0	144	0	0	0
less Transfer to EMR	0	0	0	0	0	0	0	10,500	0	0	0
Movement to/(from) Gen Reserve	0	0			(19,055)		(19,055)	7,877	(7,664)		