

**ABBOTTS ANN PARISH COUNCIL  
MINUTES FROM THE EXTRAORDINARY MEETING HELD ON  
THURSDAY 11<sup>th</sup> February 2016  
7.00PM AT THE PAVILION, ABBOTTS ANN**



Present: Parish Councillors Mrs B Deacon (Chairman), B Griffiths, A Hayter, B Sims, Mrs S Bleeker (arrived 19.02), Borough Councillor Mrs M Flood

Members of the Public: Two

Minutes: Mrs Clare Cotterell – Clerk

Meeting started at 19.00

AGENDA ITEM		ACTION
<b>1</b>	<b>Apologies for Absence</b> Apologies were received from Parish Councillor Coffey and County Councillor A Gibson. Noted that Borough Councillor Stallard and Parish Councillor Howard were not present at the previous meeting when this meeting was arranged.	<b>NOTE</b>
<b>2</b>	<b>Declarations of Interest</b> Cllr Griffiths highlighted that Rosemary Groves is his wife, and correspondent to both village magazine and Andover Advertiser.	<b>NOTE</b>
<b>3</b>	<b>Chairman's clarification of Standing Orders relating to distribution of supporting papers for Agenda items:</b> Cllr Deacon clarified that supporting papers for an Agenda item are not required to be sent out with the statutory 3 clear days, the 3 clear days apply only to the Agenda and draft Minutes of the previous meeting. However, it is helpful for any supporting documents to be issued before the meeting for Cllr information. The Chairman asked Cllrs to highlight any queries they have regarding items on the Agenda to the Clerk before the meeting.	<b>NOTE</b>
<b>4</b>	<b>Public Participation:</b> A member of public wished to speak about Item 5, the burial ground, Chairman agreed they could speak during the discussion of Item 5.	
<b>5</b>	<b>Burial Ground:</b> Proposal to approve the Terms of Reference of the burial sub-committee (ToR issued prior to the meeting):  Cllr Hayter gave overview of the proposed sub committee for the burial ground and explained the draft ToR – proposal is a minimum of 3 Cllrs on sub-committee, meetings as and when needed, any Cllr can attend at any time and only Cllrs votes will count. The sub-committee won't be making decisions but will present any recommendations to the full Council for approval.  A member of the public gave some history regarding the burial ground and previous burial group meetings. Also expressed their concern over proposed changes to the burial ground and reminded Cllrs that every spring and autumn a tidy up takes place and this is advertised in the Parish Magazine.  Discussion held to put formalisation in place to manage the burial ground, to maintain an area of unconsecrated ground. Also agreed that a Chairman and Vice Chairman will be appointed once the sub-committee has been set up, that these positions do not need to be filled by Parish Councillors and sub-committee should be 2 Cllrs and 4 or more other members.  Some amendments were made to the draft ToR and agreed. <b>Action:</b> Cllr Hayter to amend document.  <b>Resolved</b> to accept ToR with amendments: Proposed Cllr Bleeker, seconded Cllr Deacon, 3 votes for, 1 against, 1 abstention – Proposal carried.  <b>(Amendment approved on 03.03.16 to add: Cllrs Deacon, Bleeker and Hayter voted for proposal, Cllr Griffiths voted against, Cllr Sims abstained)</b>  Cllrs Bleeker and Hayter volunteered to be members of the sub-committee.	<b>Cllr Hayter</b>
<b>6</b>	<b>Item 13 brought forward by the Chairman</b> <b>Finance:</b> a) Cllr Bleeker to propose a working group to cost the allocated expenditure in the proposed budget.  It was agreed that further discussion is required surrounding the layout	

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	<p>and presentation of the budget and more input needed. Cllrs Deacon, Hayter, Bleeker and Clerk to be involved. Cllr Hayter then expressed concern around holding a financial meeting in private. Agreed to hold an extraordinary meeting to discuss the Budget format – provisional date to be Thursday 17 March 2016. <b>Resolved:</b> Proposed Cllr Hayter, seconded Cllr Sims, all agreed. <b>Action:</b> Cllr Bleeker to draft an Agenda and forward to Chairman/Clerk to check availability of hall.</p> <p>b) Cllrs to approve Charing Skills training – cost £90.00 + VAT <b>Resolved:</b> Proposed Cllr Bleeker, seconded Cllr Hayter, all agreed.</p> <p>c) Cllrs to approve purchase of hard copies of 2016 version of the Good Councillors Guide. (£5.00 per copy available in multiples of 5 only) – <b>Action:</b> Clerk to contact HALC to check the amendment list – defer the decision whether to buy hard copies once the amendment list is known.</p>	<p style="text-align: center;"><b>Cllr Bleeker/ Clerk</b></p> <p style="text-align: center;"><b>Clerk</b></p>
<p style="text-align: center;"><b>7</b></p>	<p><b>Cllr Hayter to propose acceptance of the new approach to Village Assembly</b> (update pack issued prior to meeting)</p> <p>Cllr Hayter proposed to use wallboards and have presentations around the room, to engage in informal discussions and provide refreshments. Perhaps inviting the PCSO and dog warden. This to be followed by a Q&amp;A session. Cllr Deacon offered to request borrowing some wallboards from the fete committee. A discussion was held on whether the full Council meeting should be held on the same evening or on a separate date. Agreed to separate, full Council on 7<sup>th</sup> April and Parish Assembly on 8<sup>th</sup> April. <b>Action:</b> Clerk to confirm availability of hall. Cllrs Hayter and Deacon to organise Parish Assembly.</p> <p><b>Resolved:</b> Proposed Cllr Bleeker, seconded Cllr Hayter, all agreed.</p>	<p style="text-align: center;"><b>Clerk Cllrs Hayter/ Deacon</b></p>
<p style="text-align: center;"><b>8</b></p>	<p><b>Cllr Deacon to propose that the Sportsfield Management Committee (SFMC) is formally made a sub-committee of Abbots Ann Parish Council and for the Parish Council to agree that Terms of Reference for this sub-committee can be developed and presented for acceptance at the March Parish Council meeting:</b></p> <p>Cllr Deacon gave overview of the proposal to put formality in place and to have the SFMC finances administered by the Parish Council. Cllr Deacon reported that she has asked for more clarity on their recent funding request.</p> <p>Discussion held about whether being an independent Committee rather than a sub-committee of Parish Council, or to set up as a charity or informal group. Suggestion made that the SFMC could be run as a separately constituted body with a lease from Parish Council.</p> <p><b>Action:</b> Chairman to write to SFMC to confirm that they should not become a formal sub-committee but that the Parish Council would be willing to potentially offer a 100 year lease at a peppercorn rent. Clerk to contact insurance company to confirm that SFMC are continuing to be covered by the Parish Council insurance policy as they are currently acting on behalf of Parish Council.</p> <p>It was resolved to reject the proposal, proposed Cllr Sims, seconded Cllr Griffiths, all agreed.</p> <p><b>Action brought forward from Item 15 of the minutes of 7<sup>th</sup> January 2016</b> – Cllr Deacon volunteered to engage with the SFMC to consider options and make a recommendation to the Parish Council on timescales. <b>Resolved:</b> to set up a working group to engage with SFMC. Proposed Cllr Griffiths, seconded Cllr Sims, all agreed.</p> <p>Cllr Bleeker left the meeting at 20.36.</p> <p><b>There was a short break for approximately 10 mins.</b></p>	<p style="text-align: center;"><b>Cllr Deacon/ Clerk</b></p>
<p style="text-align: center;"><b>9</b></p>	<p><b>Cllrs to discuss maintaining the Village Action Plan from Abbots Ann Vision</b></p> <p>Cllr Hayter stated that the meeting between him and AAV has not happened yet. <b>Action:</b> Cllr Hayter to arrange meeting.</p>	<p style="text-align: center;"><b>Cllr Hayter</b></p>

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<b>10</b>	<p><b>Correspondence:</b></p> <ul style="list-style-type: none"> <li>a) Email from TVBC "Clean for the Queen" (previously circulated) – The content of the email was discussed and noted.</li> <li>b) Funding request received from Sports Field Management Committee (SFMC) – (circulated with agenda) – This item was combined into Item 7.</li> </ul>	
<b>11</b>	<p><b>Planning and Tree Work applications – Cllrs to propose response on the following applications:</b></p> <ul style="list-style-type: none"> <li>a) 16/00008/OBLN – Andover Business Park, Andover – Proposed to object on the grounds that developers knew the constraints and barred routes on application and there is no reason to change. Having an established barred routes policy we wouldn't want to see it diminished by repeated applications. <b>Resolved:</b> Proposed Cllr Hayter, seconded Cllr Griffiths, all agreed.</li> <li>b) 16/00105/TPON – 17 Abbots Hill, Little Ann – Proposed to object on the grounds that it appears a savage approach to the T3 field Maple – no objection to T1 and T2. <b>Resolved:</b> Proposed Cllr Griffiths, seconded Cllr Sims, all agreed.</li> </ul> <p>Cllr Deacon proposed to continue the meeting for a further 30 minutes, seconded Cllr Griffiths.</p> <ul style="list-style-type: none"> <li>c) 16/00193/FULLN – 34 Duck Street, Abbots Ann – No objection – <b>Resolved:</b> Proposed Cllr Sims, seconded Cllr Sims, all agreed.</li> </ul> <p>Cllr Flood left the meeting at 21.05</p>	
<b>12</b>	<p><b>Cllrs to propose either a Staffing Sub Committee or a Pensions Working Group to work towards the Pensions Staging Date of 1 April 2017.</b> (pensions information previously circulated to Cllrs)</p> <p>Agreed to set up a working group to confirm the Parish Council's responsibility and report back any action required for the workplace pension regulation. Members to be Cllrs Deacon and Howard and the Clerk. <b>Resolved:</b> Proposed Cllr Deacon, seconded Cllr Sims, all agreed.</p>	<b>Cllrs Deacon/ Howard/ Clerk</b>
<b>13</b>	<p><b>Cllr Deacon to propose acceptance of an action plan to tackle dog fouling around the Parish</b> (previously circulated)</p> <p>Cllr Deacon reported that the dog warden has visited and will continue to do so and has identified areas which are particularly bad for fouling. Dog warden will make contact with school to attend an assembly. A phone number for Environmental Health Department has been provided to enable people to report areas which need attention and to report if someone seen not picking up after their dog. <b>Action:</b> Cllr Deacon to make amendments to the article for insertion into Parish magazine and submit.</p> <p><b>Resolved:</b> Proposed Cllr Hayter, seconded Cllr Griffiths, all agreed.</p>	<b>Cllr Deacon</b>
<b>14</b>	<p><b>The next meeting of the Parish Council will be held on 3 March 2016 at Burghclere Down Community Centre.</b></p>	

**Meeting closed at 21.18**

**Approved and signed by the Vice Chairman at the Council meeting held on 3<sup>rd</sup> March 2016**