

ABBOTTS ANN PARISH COUNCIL
Minutes from the Meeting
held on Thursday 3rd September 2020 at 19:00
via the Zoom platform.

Present: Parish Cllrs: A Jordan (Chairman), G Howard (Vice Chairman), A Jones, D Perkin, C Wallis, C Coffey (joined meeting at 19.28)
 Borough Cllr M Flood and County Cllr A Gibson

Members of the Public: 8

Minutes: Mrs C L Cotterell – Parish Clerk

Meeting started at 19.02

Clerk note: – During the meeting there were some intermittent connection issues which meant some Cllrs lost connection during some of the meeting, the meeting was quorate throughout. There was a short delay in proceedings when both the Chairman and Vice Chairman lost connection temporarily.

AGENDA ITEM	MINUTES	ACTION
1	<p>Chairman's Opening Remarks</p> <p>Chairman welcomed all to the meeting and advised all present that the meeting was being recorded and may be recorded by members of the press and public. Members of the public present were asked if they wished to speak about any items on the agenda and if so to let the Chairman know.</p> <p>Chairman reminded Cllrs of the email he sent concerning possible underspend and receipt of £10k government support grant, outlining areas which could benefit from expenditure and represent benefit for the community.</p> <p>Chairman also advised the change of agenda running order bringing the Finance item forward before any funding requests.</p>	
2	<p>Apologies for Absence – Apologies were received from Borough Cllr Coole and Parish Cllr Roberts. Cllr Coffey advised in advance that she may be late joining the meeting.</p>	NOTED
3	<p>Declarations of Interest – None.</p>	NOTED
4	<p>Cllrs to agree the minutes to be an accurate record of the meetings held on:</p> <p>a) 2nd July 2020 – Full Council Meeting – Proposed Cllr Jordan, seconded Cllr Howard, all agreed.</p> <p>b) 20th August 2020 – Extraordinary Council Meeting – Proposed Cllr Jordan, seconded Cllr Jones, all agreed.</p>	
5	<p>Actions/Updates</p> <p>Cllrs to note actions and updates already published and any further updates provided.</p> <p>Portfolio holders provided further additions to their published updates as below:</p> <p>Amenities – None.</p> <p>Environment – Cllr Jones advised that some small goals have been placed on The Green but no apparent issues with the grass cutting contract – it was noted and agreed this was not a problem.</p> <p>Sports & Recreation – Cllr Wallis reported that Sports Field Working Group (AASFG) have come up with costings and are looking at other sport opportunities (agenda items). There are ongoing complaints about footballs entering gardens, a solution could be a catch net or turn pitch around. Overgrown hedges behind pavilion and along car park to shed need attention and quotes will need to be obtained.</p> <p>Policy – Cllr Jordan – No further update other than a reminder that where there are plans to obtain grants for budgetary items they should still go ahead and that the additional £10k grant received should be used for community benefit and not to offset existing projects.</p>	NOTED
6	<p>Borough and County Councillor Reports</p> <p>Cllrs to note Borough and County Councillor reports</p> <p>Cllr Coole sent a written report which had been circulated.</p> <p>Cllr Flood reported:</p> <ul style="list-style-type: none"> • As Cllr Coole reported the South Master Plan has been approved. • The Andover Master Plan is to be sent to parishes, there are 3 options as to what Andover may look like. This will be in the public domain on 15th September. • Area behind BT exchange is overgrown again and there appears to be a rodent pest problem – Chairman gave Cllr Flood details of a resident who has the contact details for Openreach – Cllr Flood will contact TVBC Environmental Health. • Abbots Ann landlines were not working properly recently – Openreach now say the problem is solved. <p>Cllr Gibson reported:</p> <ul style="list-style-type: none"> • Cllr Gibson sent a generic report via email which had been circulated. • Cllr Gibson asked if there had been any flooding issues – Chairman confirmed last 	Cllr Flood

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7	<p>Planning - Cllrs to propose responses to be submitted to TVBC relating to the following applications:</p> <p>a) 20/01821/FULLN – Construction of a tennis court and fencing – The Old Mill House, Monxton Road, Andover – No Objection - Proposed Cllr Jordan, seconded Cllr Jones, all agreed.</p> <p>b) 20/01948/TREEN – Tree works as per submitted schedule – Rectory Cottage, Little Ann Road – No Objection - Proposed Cllr Jordan, seconded Cllr Jones, all agreed.</p>																																	
8	<p>Finance</p> <p>a) Cllrs to approve the Financial Statements for 1st to 31st July and 1st to 31st August 2020 – Proposed Cllr Jordan, seconded Cllr Howard, all agreed.</p> <p>b) Cllrs to approve an increase to Clerk home working allowance in line with HMRC rates – Proposed Cllr Jordan, seconded Cllr Perkin, all agreed.</p> <p>c) Cllrs to consider purchase and planting of spring bulbs for The Green up to £500.00 – Cllr Jones outlined a plan to plant spring bulbs on The Green, Cllrs supported the proposal and agreed a sum up to £500.00 - Proposed Cllr Jordan, seconded Cllr Coffey, all agreed.</p> <p>d) Cllrs to approve the following payment schedule – Proposed Cllr Jordan, seconded Cllr Howard, all agreed.</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;"><u>Payee</u></th> <th style="text-align: right;"><u>Amount</u></th> <th style="text-align: left;"><u>Payee</u></th> <th style="text-align: right;"><u>Amount</u></th> </tr> </thead> <tbody> <tr> <td>Clerk office/expenses (July/Aug)</td> <td style="text-align: right;">£139.32</td> <td>Cedar Pest Ltd</td> <td style="text-align: right;">£60.00</td> </tr> <tr> <td>PKF Littlejohn (External Audit)</td> <td style="text-align: right;">£240.00</td> <td>Salaries/Pensions/Payroll</td> <td></td> </tr> <tr> <td>Larkstel Ltd (Grds Main-July/Aug)</td> <td style="text-align: right;">£844.00</td> <td>(Aug/Sept)</td> <td style="text-align: right;">£1928.22</td> </tr> <tr> <td>Came & Co Insurance</td> <td style="text-align: right;">£1600.38</td> <td>Refund of ERB</td> <td style="text-align: right;">£115.00</td> </tr> <tr> <td>All Able Ltd (accessibility audit)</td> <td style="text-align: right;">£120.00</td> <td>Replacement Defib battery</td> <td style="text-align: right;">£114.00</td> </tr> <tr> <td>SLCC Enterprises (Conference)</td> <td style="text-align: right;">£15.00</td> <td>Larkstel Tree removal</td> <td style="text-align: right;">£114.00</td> </tr> <tr> <td>Reimburse Key safe (Cllr Wallis)</td> <td style="text-align: right;">£59.00</td> <td>G Jones (initial pitch marking)</td> <td style="text-align: right;">£169.61</td> </tr> </tbody> </table> <p style="text-align: center;"><u>Bank Balance as at 31st August 2020 - £51,854.80</u></p>	<u>Payee</u>	<u>Amount</u>	<u>Payee</u>	<u>Amount</u>	Clerk office/expenses (July/Aug)	£139.32	Cedar Pest Ltd	£60.00	PKF Littlejohn (External Audit)	£240.00	Salaries/Pensions/Payroll		Larkstel Ltd (Grds Main-July/Aug)	£844.00	(Aug/Sept)	£1928.22	Came & Co Insurance	£1600.38	Refund of ERB	£115.00	All Able Ltd (accessibility audit)	£120.00	Replacement Defib battery	£114.00	SLCC Enterprises (Conference)	£15.00	Larkstel Tree removal	£114.00	Reimburse Key safe (Cllr Wallis)	£59.00	G Jones (initial pitch marking)	£169.61	
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9	<p>Sports Field/Pavilion</p> <p>Chairman thanked Cllr Wallis, Kate Bone and the working group for putting the recommendations together in a very short space of time. Cllrs confirmed their support for the AASFG recommendation document.</p> <p>a) Cllrs to consider detailed funding request from AASFG for pavilion repairs/refurbishment – Cllrs approved funding request of £3,000 towards refurbishment of the pavilion – Proposed Cllr Jordan, seconded Cllr Wallis, all agreed.</p> <p>b) Cllrs to consider costed funding application for line marking pitches from FC/AASFG – Pitches have been initially marked and the proposal is for follow up marking for the upcoming season at a cost of £21.43 adult pitch/£9.58 per junior pitch for 16 occasions during the season. Total for marking pitches for the season = £649.44. The request also included one pair of nets at £150.00 – Cllrs approved the costs and agreed they should be reviewed after 1st season – Proposed Cllr Jordan, seconded Cllr Howard, all agreed.</p> <p>Cllr Flood commented that TVBC funding is available but confirmed that it cannot be applied for retrospectively.</p>																																	
10	<p>S106/CIL bids Update</p> <p>Cllrs to receive an update and discuss projects.</p> <p>AASFG are considering s106 and CIL funding applications and confirmed that a viability study will be carried out in the next couple of weeks.</p> <p>Cllr Coffey confirmed work is in progress looking at improvements for play areas, a draft survey for the play areas has been drawn up. Two members of the public offered contacts for the primary school and nursery school and for distributing surveys. Cllr Coffey also will look at other funding.</p> <p>Chairman confirmed that there is no restriction on number of applications but all should demonstrate community support. It was suggested that separate community surveys should be sent out for the play areas and sports field projects.</p> <p>A member of the Community Land Trust (CLT) group confirmed there is a physical exhibition planned by the CLT to be held in October and surveys for the parish could also be displayed then.</p>	Cllr Coffey																																

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11	<p>Asset Register Cllrs to agree a programme of dates and arrangements to carry out a review of assets – Chairman confirmed that the register was out of date and needs physical checks to confirm AAPC actual assets and suggested setting some dates to carry out the review. Members of the Friends (FOTASS) confirmed they have sold the tractor and gang mowers for £1000 which will be donated to the pavilion renovation and a contact for clearing some scrap metal has been found, Cllr Howard pointed out that there is a section of fence removed from burial ground which should not be included in the scrap metal. Action: Cllr Jordan to send out some dates for Cllrs to meet to carry out review of assets.</p>	Cllr Jordan
12	<p>Annual Governance and Accountability Return (AGAR) Cllrs to receive and approve the Annual Governance and Accountability Return, Section 3 – External Auditor Report and Certificate for 2019/20 – Cllrs accepted the external auditors’ report and certificate stating that the information provided in Sections 1 and 2 are in accordance with Proper Practices and there are no other matters arising from the report. The auditor’s report and Notice of Conclusion of Audit will be published by the Clerk - Proposed Cllr Jordan, seconded Cllr Coffey, all agreed</p>	Clerk
13	<p>Tree Works at WMH Cllrs to consider quotations for crown lifting Lime trees at WMH – A report of anonymised quotations for works to the lime trees at WMH had been circulated – after discussion Cllrs agreed to accept the quotation for works to both sides of the trees, including removal of growth from trunks, deadwood from the canopy and removal of all arisings from Contractor A – G&S Lark Tree Services at a cost of £500.00 – Proposed Cllr Jordan, seconded Cllr Jones, voted 5 for and 1 abstention.</p>	
14	<p>Burial Ground Cllrs to consider a non-resident application to purchase an Exclusive Right of Burial for a cremation plot – Cllrs considered the request and agreed they had no objection to the application and confirmed that all fees for exclusive right of burial, interments and inscriptions will be double as non-resident of the parish – Proposed Cllr Jordan, seconded Cllr Howard, all agreed.</p>	
15	<p>Consultations</p> <ul style="list-style-type: none"> a) Cllrs to consider submitting comments to the TVBC consultation Draft Sustainability Appraisal Scoping Report (end date 4th September 2020) – After discussion Cllrs agreed the following comments to be submitted – “Abbotts Ann Parish Council would like to see assurances that adequate ground water drainage and new sewage capacity would be essential in all future development consideration” – Proposed Cllr Jordan, seconded Cllr Coffey, all agreed. b) Cllrs to consider submitting comments for the Upper Clatford NDP Regulation 16 consultation (end date 8th September 2020) – Cllrs agreed that no comments would be submitted to this consultation. 	
16	<p>Next Meeting Date of next meeting - Thursday 1st October 2020 – 7pm</p>	

Meeting closed at 20.50

These minutes were approved at the meeting held on Thursday 1st October 2020