

MINUTES FROM THE MEETING HELD ON WEDNESDAY 9<sup>TH</sup> MAY 2018  
 AT 7.30 PM IN THE KING EDWARD VII MEMORIAL HALL  
 CORRECTED & AGREED AS A CORRECT RECORD AT THE MEETING ON 13<sup>TH</sup> June 2018

Present:	Parish Cllrs S Kennedy (V Chairman – Assumed the Chair), D Coole, C Eyre, A Lockhart, A Newell, C Williams, TVBC Cllr M Flood Minutes – C Emmett, Parish Clerk
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<b>1</b>	<b>Apologies for Absence</b> HCC Cllr A Gibson, TVBC Cllr G Stallard, , Cllr A Wilson Cllr P Heslop	
<b>2</b>	<b>Councillors to elect a Chairman</b> <b>Proposal:</b> Cllr Kennedy proposed: Cllr Heslop be re-elected Chairman as he had previously indicated his willingness to continue in post if elected. Seconded by Cllr Eyre Agreed by all. <b>Carried.</b> Due to the absence of Cllr Heslop, Cllr Kennedy remained in the Chair and proposed that the signing of the Acceptance of Office be deferred until a later date. Agreed	<b>Clk PH</b>
<b>3</b>	<b>Councillors to elect a Vice Chairman</b> <b>Proposal:</b> Cllr Coole proposed: Cllr Kennedy be elected Vice Chairman. Seconded by Cllr Lockhart. Agreed by all. <b>Carried</b> Cllr Kennedy signed the Acceptance of Office.	
<b>4</b>	<b>To receive and accept declarations of interest.</b> 1. There were no declarations of interest. 2. Annual RPI check- The Clerk asked all Cllrs present if they had any need to amend their RPI. All responded no changes at this time. Cllr Wilson had responded 'no change' by email. Cllr Heslop's reply is awaited	<b>PH</b>
<b>5</b>	<b>Councillors to propose Committees and members</b> <b>Proposal:</b> The following were proposed by Cllr Kennedy. Seconded by Cllr Williams. Planning (5): Cllrs Heslop, Kennedy, Williams, Wilson, Newell Planning S-C Trees: Cllrs Williams, Heslop Finance (4): Cllrs Heslop, Kennedy, Williams, Newell NDP SG (Cllr Members): Cllrs Eyre, Coole, Wilson, Lockhart, Newell Village Hall Rep: Cllr Kennedy Trees: Cllr Williams Street Lighting: Cllr Newell Website; Cllr Eyre Footpaths: Cllr Wilson Playparks: Cllr Lockhart Sports field; Cllr Coole Agreed by all. <b>Carried.</b> Committees were to elect their Chairman	
<b>6</b>	<b>Public Participation</b> Two members of the public attended and one spoke on the concerns expressed by several villages about the clearance of copse to the north of Pill Hill Brook opposite Bawksbury Bridge Playing Field. This has possibly weakened the river bank. A petition to ask TVBC to investigate and pursue a replanting plan which restores the character of the village Conservation Area was submitted. See item 16.	
<b>7</b>	<b>To approve the minutes from the meeting held on 11<sup>th</sup> April 2018.</b> Agreed by all. The Chairman of the meeting signed to confirm.	
<b>8</b>	<b>To receive the Clerk's progress report since the meeting held on 11<sup>th</sup> April 2018</b> 6.1.b 18/00819/TPON Submit NO OBJECTION. <b>Complete</b> 11.3. Submit formal notification of Neighbourhood area to TVBC. Drafted 16 Apr. Requires copy of signed Apr minutes on submission. <b>Pending</b> 11.4 Cllrs Feedback on NDP documents from Cllrs to CE before next meeting See item 9.2 Notify TVBC that invoice for GM not approved for payment. <b>Complete</b> 12.4.b. Cess Pit cover. Notify bidders of award. <b>Complete</b> 12.4.c. Use of Sports field by Andover Robbins. Arrange meeting with UCYFC, Robbins, DC and Clk to review (Fri 4 May). <b>Complete</b> 12.4.d. Inform Cricket coord of terms of use of field on 20 May. Informed by phone 17 Apr 18. <b>Complete</b> 13.1 Cllr CW to liaise and make recommendations regarding fir trees on Foundry Rd. <b>Complete</b> 13.2. Request to buy parish land. Respond to applicant. <b>Complete</b> 14.1. Report dangerous wall on Sam Whites Hill. Reported on HCC website 17 Apr.	

	Track it number 21359228. <b>Complete</b> 15.1. Review responses to new website requirement. <b>Ongoing</b> (see item 18) 15.3. Send TVBC feedback request on Funding Meetings to AW and AL. <b>Complete</b> 16.i. Cllr CE to draft response to GC NDP consultation document. 19. Collate any Newsletter items. <b>Ongoing</b>	<b>CCE</b>
<b>9</b>	<b>Planning – Planning sub-committee to report on the following applications:</b> There have been no new applications during the period.	
<b>10</b>	<b>Neighbourhood Development Plan Steering Group Report</b> 1. <b>Draft Survey and Tri-fold Leaflet.</b> Cllr Eyre stated he had had feedback from one Cllr on documents circulated before the Apr meeting. Cllr Kennedy questioned the inclusion of the 3 settlement/village names which was discussed. It was agreed that they should be included at least once for clarity as the parish name might not convey the full area to all residents. The draft questionnaire was discussed. Cllr Flood highlighted feedback raised by TVBC officers and indicated their willingness to engage and suggested advice be sought on the demographics questions. 2. <b>Summary of SG Meetings.</b> The minutes of the Steering Group had been circulated and were accepted for publication on the website without the draft caveat. 3. <b>Proposals for Approval.</b> a. <b>Purchase of Survey Monkey.</b> The approval given for purchase of Survey Monkey monthly subscription under rule 4.1 was reported. Cllr Eyre is to notify the Clk when it is no longer needed so that the subscription can be cancelled. b. <b>Engagement Meeting.</b> Cllr Eyre spoke about the Engagement WG (item 7 in NDP SG minutes) and the aim that the SG arrange for a meeting in the Village Hall to explain the reasons for the NDP and process to be followed to approx 25 parishioners to help spread the word before the survey questionnaires are subsequently distributed. There was discussion about whether it should be invited members or a general invitation. Cllr Eyre agreed to look into making general. Proposal: That a meeting be held in the Village Hall in June to explain the reasons for the NDP and process to be followed. Proposed by Cllr Eyre, Seconded Cllr Coole. Carried with 1 abstention. c. <b>Delegated Authority to Commit Funding.</b> Cllr Eyre proposed that the SG be authorised to commit, through the Clerk, expenditure within budget, up to £500 on leafleting. Seconded Cllr Newell. <b>Carried</b> unanimously.	<b>CCE</b> <b>Clk</b> <b>CCE</b>
<b>11</b>	<b>Borough Councillor to provide a monthly report Cllr Flood reported:</b> 1. NDP matters as at 10.1 above and the availability of funding/grants from TVBC Cllrs 2. Community Governance Review 2 <sup>nd</sup> Consultation period is 4 May to 6 Jul 18. She agreed to clarify which pockets of land were proposed to move to Andover Town Parish 3. Mayor Making in TVBC has taken place. Cllr Carr is now Mayor and Cllr Borg-Neal will head up Planning Committee (N) The Chairman thanked Cllr Flood who left at this point.	
<b>12</b>	<b>County Councillor to provide a monthly report</b> A PowerPoint presentation had been received by all shortly before the presentation. The main points were: <ul style="list-style-type: none"> <li>• HCC area Population, budget, and Financial Challenges</li> <li>• Highways. Bad winter, so maintenance efforts have been directed at repairing potholes. Hampshire residents are urged to report potholes and road defects direct to the County Council <a href="http://www.hants.gov.uk/transport/roadmaintenance/roadproblems">www.hants.gov.uk/transport/roadmaintenance/roadproblems</a></li> <li>• Council Tax</li> <li>• Grants</li> <li>• Secondary Schools</li> </ul>	
<b>13</b>	<b>Governance. Annual Governance &amp; Accountability Return:</b> Councillors to review and propose any necessary changes to be made to the Standing Orders, Financial Regulations, and Risk Assessment Policy then complete the Annual Governance Statement 1. Standing Orders. The new NALC Model was proposed and accepted by all. 2. Financial Regulations. No changes proposed. 3. Risk Management. No changes proposed. 4. Section 1 of the AGAR (Governance) was reviewed and Cllr Newell <b>proposed</b> approval. Seconded by Cllr Williams. <b>Agreed.</b> Section 1 of the Annual return signed by the Clerk and Chairman.	<b>Clk</b>

14	<p><b>Finance:</b></p> <p>1. <b>Internal Audit Report.</b> The IA had inspected the account and processes of the Parish Council on 30 Apr 18 and was satisfied. He had completed his section of the AGAR and had written to the Council confirming there were no observations. This report had been copied to all Cllrs prior to the meeting.</p> <p>2. <b>Annual Governance &amp; Accountability Return (AGAR) Annual Accounting Statement for FY 17/18.</b> The Annual Statement, reconciliation and variations sheet presented by the Clerk &amp; RFO were reviewed. Cllr Lockhart proposed approval of Section 2 of the Annual Return. Seconded by Cllr Eyre. Agreed. Section 2 of the Annual return was signed by the Chairman.</p> <p>3. <b>To receive and approve the financial statement for 1<sup>st</sup> April 2017 – 30<sup>th</sup> April 2017.</b> Previously circulated. Agreed by all. The Chairman signed and dated the statement to confirm acceptance.</p> <p>4. <b>To approve payments to be made.</b></p> <table border="0" data-bbox="368 539 1150 831"> <thead> <tr> <th>Chq No.</th> <th>Payee</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>2007</td> <td>TVBC (GM 031 Oct 17 - Mar 18)</td> <td>£821.08</td> </tr> <tr> <td>2001</td> <td>Wel Medical Ltd (Defib pads)</td> <td>£83.82</td> </tr> <tr> <td>2002</td> <td>P.A. Holloway (Repair parts benches etc)</td> <td>£600.00</td> </tr> <tr> <td>2003</td> <td>JK Murray (Internal Audit)</td> <td>£205.00</td> </tr> <tr> <td>2004</td> <td>C Emmett (Salary)</td> <td>£346.70</td> </tr> <tr> <td>2005</td> <td>HMRC (PAYE)</td> <td>£86.80</td> </tr> <tr> <td>2006</td> <td>C Emmett (Expenses)</td> <td>£20.50</td> </tr> <tr> <td>2008</td> <td>Willmont Building Services (Cesspit Cover)</td> <td>£166.96</td> </tr> </tbody> </table> <p>5. <b>Card Transactions made since the last meeting.</b> The Clerk reported that a monthly subscription to Survey Monkey had been taken out for £35.00. This is required for the NDP process and had been authorised by the Chairman on 26 Apr 18 under Financial Order rule 4.1. There had been no further card payments.</p>	Chq No.	Payee	Amount	2007	TVBC (GM 031 Oct 17 - Mar 18)	£821.08	2001	Wel Medical Ltd (Defib pads)	£83.82	2002	P.A. Holloway (Repair parts benches etc)	£600.00	2003	JK Murray (Internal Audit)	£205.00	2004	C Emmett (Salary)	£346.70	2005	HMRC (PAYE)	£86.80	2006	C Emmett (Expenses)	£20.50	2008	Willmont Building Services (Cesspit Cover)	£166.96	
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15	<p><b>Playing Fields</b></p> <p>1. <b>To report the Monthly Monitoring of Play Park Equipment.</b> Cllr Wilson had submitted an inspection report prior to the meeting with no equipment issues noted. Anna Valley equipments are to be inspected on 10 May.</p> <p>2. <b>Anna Valley Playing Field.</b> No points raised.</p> <p>3. <b>Balksbury Bridge Playing Field</b> Cllr Wilson report noted that the wooden dipping platform was beginning to show signs of wear and will need monitoring. The Council should be aware of a dead tree in the garden on opposite side of the brook and liaise if necessary with the owner.</p> <p>4. <b>Sports Field</b></p> <p>a. Cllr Coole reported on discussions with local cricketers about the impact of reducing the cricket square and widening the soccer pitch by 6 yds to allow for adult soccer's minimum width of 60 yds. There being no apparent regular demand by cricketers it was felt to be a viable proposition. A meeting had been held to discuss the work, pitch sharing between the Robins and UCYFT, pitch furniture and marking etc. President UCYFT was prepared to share their clubs equipment etc with a Sunday League team. The shower floor re-laying and re-instituting of the shower outlet monitoring would be required if the showers were brought back into use. The Clerk was requested to looking costs of moving goal supports and contact Andover Robins.</p> <p>b. Gas Safety Inspection and tap repair. This will take place on Tue 15 May.</p> <p>c. The Cess pit cover has been replaced</p>	<p>Clk</p> <p>Clk</p>																											
16	<p><b>Trees and Open Space</b></p> <p>1. <b>Firs in Foundry Rd.</b> The Clerk was asked to confirm with TVBC whether these firs were subject to a TPO and get guidance/quote for reducing them</p> <p>2. <b>Land Clearance.</b> It was noted that land opposite BBPF (see item 6) and areas at the bottom of Sam White's Hill had recently been cleared. The Clerk was asked to express the Council's interest and public concern regarding habits and the river bank to TVBC and see if any pre-planning discussions had been held and follow-up on the issue of the fencing at Bury Hill Farm.</p>	<p>Clk</p> <p>Clk</p>																											
17	<p><b>Footpaths and Highways</b></p> <p>1. <b>Cllrs to report any footpath issues.</b></p> <p>a. Cllr Coole re-iterated concerns about the safety of the wall on Sam Whites Hill. The Clerk was to liaise further with HCC and copy in Cllr Gibson.</p>	<p>Clk</p>																											

	<p>b. Dumping of grass cuttings on footpath 3 has been noted again this year. The Clerk was tasked with contacting TVBC enforcement as this is green waste fly tipping and do another letter drop to nearby occupants</p> <p>2. <b>Road Safety</b> No points.</p> <p>3. <b>Cllr Newell to report any street lighting issues</b> No points had been reported.</p>	<b>Clk</b>
<b>18</b>	<p><b>External Committees and Events</b></p> <p>1. <b>Report on changes to the website.</b> Cllr Eyre reported that he recommended the Council pursue setting up a village website using the Hugo Fox hosting template due to its cost (free), its useful updating apps and potential interface with social media. A training session for potential users was to be arranged before 31 May. An offer had been made to host parish emails and help set-up the site by a parishioner who would also attend the training. Cllr Coole asked to attend.</p> <p>2. <b>Cllr Mrs Kennedy to report of upcoming events at the Village Hall</b> There will be a Jazz event on 9 June.</p> <p>3. <b>Cllrs to Report on other meetings.</b> Nil</p>	<b>Clk</b>
<b>19</b>	<p><b>Correspondence and E mail</b></p> <p>a. 10 Apr - Hampshire County Council Electric Vehicle Charging Framework - April Update. Sent to AW &amp; CCE</p> <p>b. 13 Apr - Thruxton Parish Neighbourhood Development Plan Pre Submission Consultation. Sent to CCE</p> <p>c. 13 Apr – TVBC Bidding for CiL Funding. Sent to Fin Ctee plus Cllrs DC, AW, AL</p> <p>d. 13 Apr – NALC Consultation: unauthorised developments and encampments</p> <p>e. 18 Apr – HMRC. New VAT reclaim process and number.</p> <p>f. 19 Apr – Parishioner email inquiry about allotments. Responded that the parish has access to those in Goodworth Clatford via their Parish Clerk</p> <p>g. 23 Apr – TVBC Cllr re withdrawal of 18/00148/FULLN Change of Use Bury Hill .</p> <p>h. 23 Apr – Cllr Williams. Quote for defibrillator pads.</p> <p>i. 23 Apr – TVBC Planning Enforcement Quarterly Report Jan - Mar 18. To Planning Ctee</p> <p>j. 24 Apr – HALC Message re CEO HALC. To all Cllrs</p> <p>k. 25 Apr – Parishioner sent info copy of email to Highways re Norman Court Lane bump.</p> <p>l. 25 Apr – British Gas. Notification of price rise and info re tariffs</p> <p>m. 26 Apr – Parishioner Email via Chairman re 18/00423/FULLN - Shirley Lodge Upper Clatford (see Planning) Replied to applicant. No further action proposed</p> <p>n. 27 Apr – HCC Highways Notification of Road Closures: A303 Andover (Hampshire) during May 18. On website</p> <p>o. 27 Apr – CPRE Planning for the People Campaign. Sent to Planning Ctee Cllrs.</p> <p>p. 30 Apr - Neighbourhood Watch April Newsletter for Andover rural areas. To Cllrs &amp; website</p> <p>q. 30 Apr – British Gas. Annual usage summary</p>	
<b>20</b>	<b>Councillors to request any items to be included within the agenda for the Meeting to be held Wednesday 13<sup>th</sup> June 2018</b>	

The meeting closed at 21:50