

**ABBOTTS ANN PARISH COUNCIL  
MINUTES FROM THE MEETING HELD ON TUESDAY 5<sup>th</sup> MAY 2015  
7.00PM AT THE ABBOTTS ANN WAR MEMORIAL VILLAGE HALL**

Present: Parish Councillors Griffiths (Chairman), Mrs P Wilkins, B Sims, S Oram, G Whyte, Borough Councillor Mrs M Flood

Two members of the public

Minutes: Mrs A Taylor – Locum Clerk

Apologies: Parish Councillor D Paffett, Borough Councillor Stallard and County Councillor Gibson

ITEM		ACTION
1.	<p><b>Apologies of Absence</b> Apologies were received from Parish Councillor Paffett, Borough Councillor Stallard and County Councillor Gibson.</p>	<b>Note</b>
2.	<p><b>Declarations of Interest</b> None declared.</p>	<b>Note</b>
3.	<p><b>Cllrs to report the resignation of the Clerk</b> Cllr Griffiths provided details that the Clerk has resigned from his position as Proper Officer and Responsible Financial Officer. This has been accepted by e mail by the Chairman. Cllr Oram proposed acceptance of the resignation, Cllr Mrs Wilkins seconded, all agreed. Cllr Griffiths advised he would write to the Clerk thanking him for all his hard work.</p>	<b>Note</b>
4.	<p><b>Public Participation</b> Cllr Mrs Flood advised that a number of residents had drawn her attention to the overgrowth on the footpaths Donkey Path and Penny Path. Cllr Mrs Wilkins advised the footpath around the rear of the sports field requires to be cut back at the entrance from the bungalows. Cllrs agreed to arrange for the maintenance man to cut back the overgrowth on all three footpaths discussed.</p> <p>A member of the public thanked the Parish Council for the installation of a dog bin on Dunkirt Lane. He also enquired whether consideration had been made for the installation of a further dog bin near to the Church, outside the car park. Cllr Mrs Wilkins will enquire whether the land owner would be happy for the installation to be placed on their land. Clerk will obtain a formal quotation from TVBC.</p>	<b>Clerk</b>  <b>PW / Clerk</b>
5.	<p><b>Finance:</b> a. Councillors to agree the financial statement and bank reconciliation for the financial period 1<sup>st</sup> April 2014 – 31<sup>st</sup> March 2015 and the completion of the Annual Return: Councillors considered the accounts in detail. Cllr Whyte proposed acceptance of the financial statement and bank reconciliation for the period 1<sup>st</sup> April 2014 to 31<sup>st</sup> March 2015 and completion of the Annual Return, seconded by Cllr Oram, all agreed. The Annual Return was completed and agreed by the Locum Clerk and Chairman.</p>	

**ABBOTTS ANN PARISH COUNCIL  
MINUTES FROM THE MEETING HELD ON TUESDAY 5<sup>th</sup> MAY 2015  
7.00PM AT THE ABBOTTS ANN WAR MEMORIAL VILLAGE HALL**

	<p>b. The Acting Responsible Financial Officer to provide the Internal Auditors report: The Internal Auditor's report was provided, with a number of actions to be made discussed. The Locum Clerk and members of the Council are to arrange for the following to be actioned:</p> <ul style="list-style-type: none"> <li>- Confirm all year end procedures have been completed in relation to payroll. This has been completed by the Payroll Clerk.</li> <li>- VAT to be reclaimed for the previous financial year. Locum Clerk will ensure this is carried out.</li> <li>- Standing Orders and Financial Regulations need reviewing. The Locum Clerk will draft new versions based upon the NALC model and make this an agenda item for the AGM or June meeting.</li> <li>- Adoption of an updated recruitment procedure is required. The Locum Clerk will discuss this with the Council at the AGM.</li> <li>- Obtain a copy of 2014 Edition of the Governance and Accountability in Local Councils and the guide issued by the Department for Communities and Local Government in March 2015, which relates to changes to smaller authorities local audit and accountability framework. Locum Clerk to obtain these documents.</li> </ul> <p>The Locum Clerk will provide the Internal Auditor with a copy of the Annual Return and the explanation of the Variances before this is sent to the External Audit.</p> <p>Clerk to provide a copy of the Internal Auditors report to the Chairman</p> <p>c. Councillors to approve payments to be made: Cllr Mrs Wilkins proposed approval of payments to be made are:</p> <table border="0"> <tr> <td>Chq No. 924</td> <td>£809.50</td> <td>A Peters – Clerk Salary</td> </tr> <tr> <td>Chq No. 925</td> <td>£80.60</td> <td>A Peters – BT Removal of Telephone</td> </tr> <tr> <td>Chq No. 926</td> <td>£275.00</td> <td>D Murphy – Grass Cuts at War Memorial Hall</td> </tr> <tr> <td>Chq No. 927</td> <td>£185.00</td> <td>J Murray – Internal Audit</td> </tr> <tr> <td>Chq No, 928</td> <td>£379.33</td> <td>TVBC – New Dog Bin Installation</td> </tr> <tr> <td>Chq No. 929</td> <td>£350.00</td> <td>CLR Law – Personnel Advice</td> </tr> <tr> <td>Chq No. 930</td> <td>£212.76</td> <td>HCC – Street Lighting</td> </tr> <tr> <td>Chq No. 931</td> <td>£456.00</td> <td>Teddybuild Ltd – War Memorial Hall drain repairs</td> </tr> <tr> <td>Chq No. 932</td> <td>£184.11</td> <td>A Taylor – Salary and Office Exp.</td> </tr> <tr> <td>Chq No. 933</td> <td>£504.00</td> <td>HALC – Affiliation Fees</td> </tr> <tr> <td>Chq No. 934</td> <td>£45.08</td> <td>B Sims – Fuel for grass cuts</td> </tr> </table> <p>Cllr Sims seconded, all agreed.</p>	Chq No. 924	£809.50	A Peters – Clerk Salary	Chq No. 925	£80.60	A Peters – BT Removal of Telephone	Chq No. 926	£275.00	D Murphy – Grass Cuts at War Memorial Hall	Chq No. 927	£185.00	J Murray – Internal Audit	Chq No, 928	£379.33	TVBC – New Dog Bin Installation	Chq No. 929	£350.00	CLR Law – Personnel Advice	Chq No. 930	£212.76	HCC – Street Lighting	Chq No. 931	£456.00	Teddybuild Ltd – War Memorial Hall drain repairs	Chq No. 932	£184.11	A Taylor – Salary and Office Exp.	Chq No. 933	£504.00	HALC – Affiliation Fees	Chq No. 934	£45.08	B Sims – Fuel for grass cuts	<p style="text-align: center;"><b>CLERK</b></p>
Chq No. 924	£809.50	A Peters – Clerk Salary																																	
Chq No. 925	£80.60	A Peters – BT Removal of Telephone																																	
Chq No. 926	£275.00	D Murphy – Grass Cuts at War Memorial Hall																																	
Chq No. 927	£185.00	J Murray – Internal Audit																																	
Chq No, 928	£379.33	TVBC – New Dog Bin Installation																																	
Chq No. 929	£350.00	CLR Law – Personnel Advice																																	
Chq No. 930	£212.76	HCC – Street Lighting																																	
Chq No. 931	£456.00	Teddybuild Ltd – War Memorial Hall drain repairs																																	
Chq No. 932	£184.11	A Taylor – Salary and Office Exp.																																	
Chq No. 933	£504.00	HALC – Affiliation Fees																																	
Chq No. 934	£45.08	B Sims – Fuel for grass cuts																																	
<p><b>6.</b></p>	<p>Councillors to propose a response in relation to planning and tree applications for submission to Test Valley Borough Council Planning Department:</p> <p><b>a. 15/00771/FULLN – The Thatches, 27 Duck Street, Abbots Ann (Repair of existing boundary wall following vehicular damage):</b> Cllr Mrs Wilkins proposed a No Objection response, but it is to be stated that the applicant gives careful consideration to the use of matching materials for these works as this is essential to the</p>	<p style="text-align: center;"><b>CLERK</b></p>																																	

**ABBOTTS ANN PARISH COUNCIL  
MINUTES FROM THE MEETING HELD ON TUESDAY 5<sup>th</sup> MAY 2015  
7.00PM AT THE ABBOTTS ANN WAR MEMORIAL VILLAGE HALL**

	<p>ambience of the village scene. Cllr Sims seconded, all agreed.</p> <p>b. <b>15/00902/TREEN – Pendene, Dunkirt Lane, Abbots Ann (Fell 1 Cherry tree)</b>: Cllrs considered the application. Cllr Whyte proposed a no objection response, Cllr Oram seconded, all agreed.</p>	<b>CLERK</b>
<b>7.</b>	<p><b>Cllr Whyte to report that the outstanding matter of the dog bin acquisition and placement on Dunkirt Lane has been settled:</b></p> <p>Cllr Whyte reported that a new dog bin has now been installed on Dunkirt Lane.</p>	<b>NOTE</b>
<b>8</b>	<p><b>To report the next meeting of the Parish Council will be the Annual Parish Meeting and the Annual General Meeting, both of which will be held on Thursday 14<sup>th</sup> May 2015</b></p> <p><b>The Annual Parish Meeting will commence at 7.00pm</b></p> <p><b>The Annual General Meeting will commence at 8.00pm</b></p> <p>Cllr Whyte proposed the agenda item to remunerate the Acting Responsible Financial Officer for the completion of the Annual Accounts for the period 1<sup>st</sup> April 2014 to 31<sup>st</sup> March 2015. Locum Clerk to enquire from HALC about the remuneration of the RFO for the work carried out.</p> <p>Cllr Griffiths reported correspondence received from a member of the public thanking the Council members for their hard work. Cllr Griffiths echoed these comments, and thanked all members for their commitment, hard work and loyal support.</p>	<p><b>NOTE</b></p> <p><b>CLERK</b></p> <p><b>NOTE</b></p>

**Meeting closed at 7.57pm**