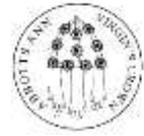


**ABBOTTS ANN PARISH COUNCIL
MINUTES FROM THE MEETING HELD ON
THURSDAY 4th February 2016
7.00PM AT THE ABBOTTS ANN WAR MEMORIAL HALL**



Present: Parish Councillors B Griffiths (Chairman), Mrs S Coffey, Mrs S Bleeker, Mrs B Deacon, A Hayter, B Sims, Borough Councillor Mrs M Flood, County Councillor A Gibson (arrived at 19.48)

Members of the Public: 6

Minutes: Mrs Clare Cotterell – Clerk

AGENDA ITEM		ACTION
1	<p>Apologies for Absence Apologies were received from Parish Councillor Howard and Borough Councillor G Stallard. Borough Councillor Flood passed on a message to say County Councillor Gibson would attend later.</p>	NOTE
2	<p>Declarations of Interest Cllr Griffiths highlighted that Rosemary Groves is his wife, and correspondent to both village magazine and Andover Advertiser.</p>	NOTE
3	<p>Statement read by Chairman and Election of new Chairman The Chairman, Cllr Griffiths, read a statement regarding his retirement as Chairman after 27 years. He will remain as a Parish Councillor.</p> <p>Cllr Bleeker commented that it was a shame that Cllr Griffiths was retiring and asked whether he would consider continuing as Chairman until the Annual General Meeting of the Council. It was also commented that it was the role of the Vice Chair to take over as Chairman if the Chairman stood down. Cllr Griffiths read a statement received from the Vice Chair, Cllr Howard, who was not present at the meeting, making it known that she did not wish to be considered for the role as Chairman. (Amendment approved on 03.03.16 that the highlighted section be changed to read: It was also commented that it was the role of the Vice Chairman to take over as Chairman if the Chairman is absent. Cllr Griffiths read a statement received from the Vice Chairman, Cllr Howard, who was not present at the meeting, making it known that she did not wish to be considered for the role as Chairman.)</p> <p>Nominees for new Chairman: Cllr Coffey nominated Cllr Deacon, seconded by Cllr Sims. All agreed. – Cllr Deacon was elected as Chairman, signed the Declaration and Code of Conduct which was witnessed by the Proper Officer.</p> <p>Cllr Deacon thanked Cllr Griffiths for his time as Chairman and stated she was happy to take the role.</p>	
4	<p>Cllrs to agree the minutes to be an accurate record of the meeting held on 3rd December 2015: (deferred from last meeting)</p> <p>Amendments approved: Noted that Cllrs Howard and Coffey also attended the TVBC planning meeting in November.</p> <p>Resolved: Proposed Cllr Hayter, seconded Cllr Sims, all agreed.</p> <p>Cllrs to agree the minutes to be an accurate record of the meeting held on 7 January 2016:</p> <p>Amendments approved: Item 3 - Proposer and seconder details deleted. Item 9 – Cllr Griffiths did not propose but wished it recorded, spelling error corrected. Item 15 – change in wording agreed to say Cllr Deacon would engage with SFMC.</p> <p>Resolved: Proposed Cllr Sims, seconded Cllr Bleeker. 4 votes for agreement, 2 abstentions.</p> <p>(Amendment approved on 03.03.16 to add: Cllrs Deacon, Sims, Hayter and Bleeker voted for agreement, Cllrs Griffiths and Coffey abstained)</p> <p>Cllr Coffey proposed that the amendments on the minutes for December and January be typed for clarity, seconded Cllr Griffiths. Action: Clerk</p>	Clerk

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5	<p>Actions from the Meeting held on 7 January reported:</p> <p>Clerk's Actions reported: Item 3 Budget: Burial ground reservation deposits added to the budget sheet and total of variance column corrected. (see amended Budget sheet). Item deferred from last meeting "Cllr Bleeker to propose a working group to cost the allocated expenditure in the proposed budget" has been added to the agenda for February meeting under Item 19 - Finance c). Item 4 Hampshire Playing Fields Association – Have now contacted – subs are payable in April each year, small Councils pay £40.00 (2015 subs) suggestion from HPFA is best to wait until April 2016 to restart. Website – Minutes up to December 2015 have been added and the Contract for The Green. PCSO Alex Carter – Road Safety – email response received and circulated to Cllrs, expecting further update after more surveys undertaken. Item 7 Administer grant approved for War Memorial Hall works - awaiting request of funds. Item 8 b) Email was forwarded to Cllr Gibson on 07.01.16 - COMPLETED c) Priority Cutting List sent to HCC - FPs 2,3,4,6,7 & 11 - COMPLETED Email sent to Darren Murphy for quote to maintain all footpaths – awaiting quote. (Quote subsequently received) Item 11 Asset Register – have asked advice of HALC and SLCC – see circulated information including current insurance cover and example of an Asset Register from SLCC. Currently preparing a draft Asset Register with existing information. HALC have advised if the value of land owned is not known then PC should contact the District Valuer but there would be a cost. Would need to get a quote then a Council resolution is required to pay to have land valued. Item 16 – Cllr Bleeker reported: The Parish Council's request for a defibrillator has been rejected from Heart Foundation due to too many applications. There is a new scheme starting on 1 April when the same package can be purchased for £400. Cllr Bleeker suggested that this item be on next Agenda for approval to purchase and will obtain the necessary details. Item 9 – Cllr Griffiths reported that the written quotation has been received from Faraday Fabrications for removal of railings in burial ground and for repair to railings at the War Memorial Hall. Quotation of £600 +VAT for the repair to be passed to Carillion Telent as they caused the damage – Clerk to check if there is an item of correspondence to confirm this. Agreed that Clerk to instruct Faraday Fabrications to remove the railings in the Burial Ground at the cost of £300 + VAT. Action: Clerk Agreed that actions from each meeting to be updated by Clerk on the Action Tracker List for each meeting – Cllr Hayter to pass current document to Clerk for updating – This covered Item 20 on the Agenda.</p>	<p style="text-align: center;">Agenda Item</p> <p style="text-align: center;">Clerk/ Cllr Griffiths</p> <p style="text-align: center;">Clerk</p> <p style="text-align: center;">Cllr Hayter/ Clerk</p>
6	<p>Public Participation:</p> <p>a) A member of the public commented that all decisions have been taken by the Parish Council and that committees or working groups in the past would provide recommendations to the Parish Council for them to act upon. Reference was made particularly to the replacement of the Pavilion on the Sports Field as this building is owned by the Parish Council. The Chairman confirmed that this would be addressed in any Terms of Reference agreed by the PC for sub-committees.</p> <p>b) A member of the public wished to express his appreciation for Cllr Griffith's time spent as Chairman and Councillor over a number of years helping to</p>	

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	<p>produce a happy atmosphere within the village.</p> <p>c) Cllr Flood advised that she had been approached by a resident to draw attention to the red telephone box and the resident has volunteered to repaint the box. Cllr Griffiths, through the chair, offered thanks to the resident. Action: Clerk to investigate ownership of the box.</p>	Clerk
7	<p>Borough and County Councillor Reports:</p> <p>Cllr Flood reported:</p> <ul style="list-style-type: none"> a) Test Valley revised local plan was adopted at the Borough Council meeting on 27 January 2016 and the adopted local plan from 2006 was withdrawn. At the same meeting the Council adopted the Community Infrastructure Levy Schedule following the cabinet's recommendation on 13 January. b) Recycling Stars Team Newsletter has been sent out to Parish Councils to encourage them to become supporters. Cllr Flood asked for the Parish Council to give consideration to signing up. c) There has been a recent litter pick along the A303 and A34 – have collected about 40 bags a day which has amounted to almost 3 tons. d) Lidl car park in Andover has now been taken back from TVBC by Lidl and users may need to be aware that new T&Cs may apply. e) New payment machines have been installed in the multi storey car park by the lifts which mean you can pay by card when returning to the car rather than paying in advance. f) Confirmed that the planning application for the toilet building in the churchyard has been approved. <p>Cllr Deacon asked for an update on yellow lines outside the school, Cllr Flood advised not available yet as the consultation has just finished, Cllrs Flood and Stallard are expecting a meeting soon with highways engineers to discuss conclusions following the consultation.</p> <p>Discussion held as to whether the Parish Council were aware of the public consultation, Cllr Flood stated she had previously advised the Parish Council about the consultation. Action: Clerk to check whether the details have been emailed to the Parish Council.</p> <p>Cllr Griffiths questioned when the application for the toilet building was approved as another application was withdrawn. Action: Clerk to confirm which application number it relates to. (Subsequently Cllr Mrs Flood sent an email and hard copy to confirm the application details under each number).</p> <p>Cllr Gibson reported:</p> <ul style="list-style-type: none"> a) Cabinet meeting will rule that Council Tax will go up by about 3.99%, due to major cuts from Central Government. b) A consultation on mobile library service has been held. It is likely that this service will stop. There is investment in static libraries, home delivery service. There will be engagement with parishes to identify need. c) Cllr Gibson has devolved budget money available for village projects. d) Update on St Johns Cross – Cllr Gibson has been pushing on this but Highways need physical evidence of fatalities for something to be done. e) Boundary changes will be published in April – Cllr Gibson likely to gain Picket Twenty but lose some areas in the south. Will still keep Abbots Ann. 	Clerk
8	<p>Cllrs to discuss a proposal from Abbots Ann Vision Housing Project Team relating to a Housing Needs survey:</p> <p>Mr Ray Lucas thanked Cllr Griffiths on behalf of Abbots Ann Vision for his time as Chairman.</p> <p>The Housing Needs Survey had been put on hold in July 2015 until the local plan was adopted, Parish Council to approve the survey goes ahead. A question was asked if further advertising is required? It will be in parish magazine and delivered door to door. It was suggested displaying posters around the village to increase response.</p> <p>Does the survey include Burghclere Down? A question covers if anyone living out of the village but may have a village connection.</p>	

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	<p>Should there be an advert in Andover Advertiser in case a resident wants to move to the village? Ray Lucas will take that question back to AAV.</p> <p>What is the timeline if approved? To start the survey as soon as possible, full analysis would take a couple of months.</p> <p>Confirmation that the cost for the survey is covered by TVBC and not coming out of the AAPC precept.</p> <p>Suggestion that the title be amended from Abbots Ann Parish/Village to just Abbots Ann Housing Needs Survey.</p> <p>It was approved that the housing needs survey go ahead.</p> <p>Resolved: Proposed Cllr Bleeker, seconded Cllr Hayter, all agreed.</p> <p style="text-align: right;">Cllr Gibson left the meeting at 20.35</p>	
9	<p>Proposal from Abbots Ann Action:</p> <p>A proposal was received from Abbots Ann Action and forwarded to all Cllrs before the meeting. The recommendations were:</p> <ul style="list-style-type: none"> a) Abbots Ann Action should continue and that its purpose should continue to be: To resist planning policies and development proposals that would threaten the identity of Abbots Ann and to promote public interest and participation in these issues. b) Propose that Abbots Ann Action continue to act as an advisor to Abbots Ann Parish Council and act as its representative when authorised to do so subject to Abbots Ann Action supporting Abbots Ann Parish Council policy and to Abbots Ann Parish Council consulting Abbots Ann Action in the formulation of its policy on relevant planning issues. <p>Resolved: Proposed Cllr Griffiths, seconded Cllr Bleeker, all agreed.</p>	
10	<p>Burial Ground:</p> <ul style="list-style-type: none"> a) Brief Update: Cllr Hayter gave brief update regarding the meeting held and a site visit with Cllr Griffiths. Details of an available area of further consecrated ground has been identified with room for between 12-20 plots. It was agreed that this provides enough ground for 2016 which will give time to move the wildflower meadow. b) Proposal to provide an update to Parish Magazine – Additions noted to the proposal are: To keep bird boxes and to confirm that railings are to be removed in the next few weeks. Resolved: Proposed Cllr Hayter seconded Cllr Bleeker, all agreed. Action: Clerk to post in magazine, Cllr Hayter to add amendments and pass to Clerk to submit to Parish Magazine. c) Proposal to temporarily alter the policy of the Burial Ground to only allow reservation of burial plots for immediate use within 30 days for the remainder of 2016. This temporary policy to cease end of 2016. It was agreed not to go ahead with this proposal but that requests for reservations should be passed to the Parish Council for approval. It was resolved to continue the meeting for a further 30 minutes – Proposed Cllr Bleeker, seconded Cllr Sims. d) Proposal to approve the ToR of the burial sub-committee – This item deferred as not all Cllrs have seen the document. e) Proposal for PC to ask AAGA to provide a selection of plans for The Green to be presented to the village at the APM for comments/feedback – Resolved: Proposed Cllr Bleeker, seconded Cllr Sims, all agreed. 	<p>Clerk/ Cllr Hayter</p> <p>Deferred</p>
11	<p>Cllr Hayter to propose acceptance of the new approach to Village Assembly: - This item deferred.</p>	Deferred
12	<p>Cllr Deacon to propose that the SFMC is formally made a sub-committee of the PC and PC to agree ToR can be developed and presented for acceptance at March meeting: - This item deferred.</p>	Deferred

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13	<p>Neighbourhood Plan – Cllr Hayter to propose a working group to develop a consultation scheme.</p> <p>The Parish Council agreed to continue to engage with the village at the Annual Parish Meeting and the village fete to gain feedback on reasons for going ahead with a Neighbourhood Plan.</p> <p>Resolved: Proposed Cllr Hayter, seconded Cllr Bleeker, all agreed.</p>																			
14	<p>Cllrs to discuss maintaining the Village Action Plan from Abbots Ann Vision: - This item deferred.</p>	Deferred																		
15	<p>Correspondence - This item deferred.</p> <p>a) Email received from TVBC “Clean for the Queen”</p>	Deferred																		
16	<p>Planning and Tree Work applications – Cllrs to propose response on the following applications - This item deferred.</p> <p>a) 16/00008/OBLN – Andover Business Park, Andover b) 16/00105/TPON – 17 Abbots Hill, Little Ann, Abbots Ann</p>	Deferred																		
17	<p>Cllrs to propose either a Staffing Committee or a Pensions Working Group: - This item deferred.</p>	Deferred																		
18	<p>Cllr Deacon to propose acceptance of an action plan to tackle dog fouling around the Parish: -This item deferred.</p>	Deferred																		
19	<p>Finance:</p> <p>a. Cllrs to propose the financial statement for the period 1st January – 31st January 2016 is accepted as a correct record - RESOLVED: Proposed Cllr Hayter Seconded Cllr Sims, all agreed</p> <p>b. Cllrs approved the following payments to be made. – RESOLVED: Proposed Cllr Coffey, seconded Cllr Sims, all agreed.</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Chq</th> <th style="text-align: left;">Payee</th> <th style="text-align: right;">Amount</th> </tr> </thead> <tbody> <tr> <td>1052</td> <td>TVBC – Election fees</td> <td style="text-align: right;">£3074.44</td> </tr> <tr> <td>1053</td> <td>Viking Stationery</td> <td style="text-align: right;">£ 53.76</td> </tr> <tr> <td>1054</td> <td>NALC book purchase</td> <td style="text-align: right;">£ 54.99</td> </tr> <tr> <td>1055</td> <td>Clerk Salary</td> <td style="text-align: right;">£ 788.52</td> </tr> <tr> <td>1056</td> <td>Clerk/office expenses</td> <td style="text-align: right;">£ 45.44</td> </tr> </tbody> </table> <p>c. Cllr Bleeker to propose a working group to cost the allocated expenditure in the proposed budget – This item deferred.</p> <p>d) Cllrs to approve purchase of hard copies of 2016 Good Councillors Guide – This item deferred.</p>	Chq	Payee	Amount	1052	TVBC – Election fees	£3074.44	1053	Viking Stationery	£ 53.76	1054	NALC book purchase	£ 54.99	1055	Clerk Salary	£ 788.52	1056	Clerk/office expenses	£ 45.44	Deferred Deferred
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20	<p>Cllr Hayter to propose review of Action Tracker List – covered under item 5.</p>																			
21	<p>The next meeting of the Parish Council will be held on 3 March 2016 at Burghclere Down Community Centre. (A further meeting was arranged to conclude the items deferred, initially on 10th February in the Pavilion but subsequently changed to 11th February 2016 at 7pm in the Pavilion).</p> <p>Agenda Items: Approval of purchase of Defibrillator.</p>																			

Meeting closed at 21.33

Approved and signed by the Vice Chairman at the Council meeting held on 3 March 2016.