

AWBRIDGE PARISH COUNCIL

Chair: Mark Caplen

Clerk: Ian Milsom, 6 Pollards Moor Road, Copythorne, Southampton SO40 2NZ

Telephone: 02380 813886 Email: clerk.awbridge@parish.hants.gov.uk

**MINUTES OF THE MEETING HELD IN THE AWBRIDGE
VILLAGE HALL ON THURSDAY, 28 JANUARY 2016**

Present: Cllrs Allen (**PA**) (Chair), Legon (**PL**) Wheeler (**SW**)
In attendance: Clive Daley (**CD**), Toby Jones (**TJ**), 5 members of the public.
Apologies: Cllr Mark Caplen (**MC**), Cllr Roy Perry (**RP**) HCC, Cllrs Gordon Bailey (**GB**), Nick Adams-King (**NAK**) TVBC
Clerk: Ian Milsom

ACTION

1. **529 Welcome and apologies for absence**
PA welcomed everyone to the meeting, apologies as above.

2. **530 Declarations of interest**
No declarations were made.

3. **531 Minutes**
I. To confirm the minutes of the meeting held on 26 November 2015.

SW questioned the accuracy of the entry against item **527 Planning** (designation of a byway open to all traffic between Saunders Lane and Romsey/Lockerley Road), stating that there had been no discussion of a response by the Council, and no vote taken to confirm this.

It was proposed by **SW**, seconded by **PL**, all in favour, that the following text be deleted from the November 2015 minutes "No objection to footpath, but not for horses or traffic. Concerns that an all traffic byway may open up land to future development". All in agreement.

Proposed by **PA** Seconded by **SW**, all in agreement that, subject to the above amendment, the November minutes be accepted as an accurate record of the business conducted

II. Information update on items not on the agenda or in the work plan.

There were no items not on the agenda or in the work plan.

III. To confirm the minutes of the extraordinary meeting held on 11 December 2015

Item 532 Lengthsman's February work sheet.

The clerk asked for clarification regarding the location of the footpath. This was confirmed as The Coombe.

Signed:

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It was agreed that the clerk will contact TVBC regarding ownership of/responsibility for this footpath.

Clerk

Item 531 Cooption of Councillors

SW questioned the accuracy of the recording of this item, stating that there was no mention of the discussion as to whether there were two vacancies/applicants or three.

Proposed by **SW**, seconded by **PL**, all in agreement that the following text be added to the December minutes under item **531**:

"There was a discussion as to whether there were two or three vacancies/applicants under consideration. It was established the following day that there were three vacancies* and three applicants. The confusion over the number of vacancies/applicants did not affect the decision to co-opt Clive Daley and Toby Jones at the January 2016 meeting"

*One of the three vacancies could not be filled by cooption at the 11 December meeting, as it was subject to a formal process whereby parishioners were to be given the option of calling for an election to fill this particular vacancy.

4. 532 Co-option of Councillors

It was proposed by **SW**, seconded by **PL** that Clive Daley and Toby Jones be co-opted to the Council. All in agreement.

5. 533 Finance (*Standing Item*)

I. To consider the report by the RFO concerning a reserves policy, and the establishment of earmarked reserves for the maintenance and replacement of capital items in Council's ownership

II. To consider the draft policy, previously circulated, for councillor expenses

Proposed by **SW**, seconded by **PA** that items I. and II. Above be carried forward to the March 2016 meeting. All in agreement.

III. To approve precept budget for 2016-17

Proposed by **PA**, seconded by **SW** that the 2016-17 precept, £8,365, be approved. All in agreement

IV. To note the requirements of internal and external audit 2015-16

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The clerk advised Council that an external audit is required in 2016/17. NALC is creating a scheme, which parish councils can sign up to, to facilitate the audit requirements from 2017/18. Noted by Council.

V. To review the adequacy of financial regulations

The clerk advised Council that the financial regulations were reviewed in March 2015 and remain fit for purpose. Noted by Council.

VI. To review the financial risk assessment and to discuss and approve any required amendments/additions

The risk assessment was reviewed. It was proposed by **PL**, seconded by **SW** that no amendments or additions are required at this time. All in agreement.

VII. To review the adequacy and value for money of the parish council's insurance cover.

After discussion it was proposed by **PA**, seconded by **SW** that the current policy is adequate in terms of extent of cover and value for money. All in agreement.

VIII. To agree bank reconciliation

Agreed and signed by clerk, countersigned by **PA**.

IX. To authorise cheque payments

No cheques were raised.

X. To review requirements for pensions auto enrolment

The clerk provided a brief verbal update on the auto-enrolment process.

Clerk

The question of bank signatories was discussed and it was proposed by **SW**, seconded by **PA** that this should be an agenda item for the March 2016 meeting. All in agreement.

6. 534 County, Borough Councillor and Clerk's reports (*Standing Item*)

The clerk read out an email update sent by TVBC Nick Adams-King, which covered:

- Adoption of TVBC Local Plan
- Meeting re superfast broadband. Cabinet at bottom of Stanbridge Lane is due for upgrade in the summer of 2017.

TJ added that the existing cabinet is at capacity and BT

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is not accepting any further orders.

- TVBC Overview & Scrutiny Committee is reviewing the planning process and a questionnaire will be circulated for parish council views in the coming weeks.

There was a brief discussion about setting up a petition calling for the use of highways land to create parking for parents dropping off/picking up children at Awbridge Primary School. There was no support for including this as a discussion item in future agendas.

7. 535 **Public observations/questions on agenda items (*Standing Item*)**

To suspend the business of the Council to allow members of the public to make observations or put questions to the Council about items on the agenda.

There were questions about items in the precept budget and it was brought to the attention of the Council that there is a blocked drain in Danes Road. A suggestion was made about an alternative school traffic parking site with a better site line.

There was a general discussion about the traffic issues/solutions discussed at the November 2015 meeting of the Council. It was proposed by **SW**, seconded by **PA** that the Council write to Hampshire County Councillor Roy Perry asking for a progress report on any proposed solutions that are the responsibility of the County Council. All in agreement.

Clerk

A parishioner, referring to the new co-opted councillors, said it was nice to see new blood on the Council.

8. 536 **Annual Parish Assembly**

I. To agree Thursday, 26 May 2016 as the date of the Annual Parish Assembly 2016.

II. To agree the format of the Annual Parish Assembly 2016

1. and 11. above were discussed in the context of the draft 2016/17 meeting schedule circulated by the clerk. This showed the date of both the Annual Parish Council meeting and the Annual Parish Assembly as both taking place on the evening of 26 May.

Following discussion about the confusion that having two meetings on the same evening might cause, it was proposed by **SW**, seconded by **PA** that the Annual Parish Assembly be held on the evening of 21 April 2016, and that the Annual Parish Council meeting be held on 26 May 2016. All in agreement.

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9. 537 Planning (*Standing Item*)

- I.* To confirm the Council's response to planning applications of which it has been notified.

!5/03172/FULLS

Side extension/garage and open veranda to rear of house, Wistaria, Danes Road.

Clerk

It was proposed by **SW**, seconded by **PL** that Council's response would be 'No Comment', with the observation 'The Council is confident that Planners will consider if there is over development of the plot'.

PA did not take part in the discussion and abstained from the vote as he is a friend of the applicant.

16/00020/FULLS

Construction of shed to include covered area/nursery, hay store, lambing shed and feed store

Clerk

Land south of Awbridge Farm House, Dunbridge Lane

It was proposed by **PA**, seconded by **PL** that Council's response would be 'No Comment', with the observation 'Council reinforces comments on consultation paper regarding external lighting, rather than security lighting (Light pollution)'.

- II.* To hear the outcome of planning applications which the parish council has previously commented on.
This item was not discussed.

- III.* To agree that the Planning Committee will meet on an ad hoc basis to determine applications received outwith the schedule of ordinary parish council meetings.

Proposed by **PL**, seconded by **SW** that the Planning Committee will meet when required to decide on planning applications received outside of the scheduled meetings of full Council. All in agreement.

- IV.* 2006 Application for a Definitive Map Modification Order to record a Byway Open to all Traffic between Saunders Lane and Lockerley Road, in the Parish of Awbridge

This issue was a briefly discussed and it was agreed that the Council will contact HCC and request further time to discuss at its meeting on 10 March 2016.

Clerk

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10. 538 Frequency of future parish council meetings, 2016 dates and agenda items for the next meeting

- I. To agree the attached schedule of meeting dates, including for the annual meeting of the Parish Council for the period February 2016 – March 2017

The dates of the Annual Parish Assembly and the Annual Parish Council meeting were agreed under item **536** above.

It was proposed by **SW**, seconded by **PA**, that the remainder of the parish council meeting dates in the draft schedule, listed below, be adopted. All in agreement.

10 March 2016	12 January 2017
7 July	16 February
1 September	30 March
13 October	
24 November	

- II. Agenda items for next ordinary meeting of the Parish Council meeting
See item under 533 above.

11. 539 Motion - Standing Orders

To consider a motion that Standing Order 3. a be amended to allow a paper ballot when considering the appointment of personnel or the cooption of Members of the Council

(3. a Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda).

Proposed by **PA**, seconded by **SW** that this item be carried forward to the meeting on 10 March 2016.

Clerk

12. 540 New work plan (*Standing Item*)

- I. To review progress and timeframes, this to include the possible solutions to traffic issues discussed at the November 2016 meeting.

Proposed by **PA**, seconded by **SW** that this item be carried forward to the meeting on 10 March 2016.

Clerk

- II. Lengthsman's worksheet March 2016
Members were asked to forward details of any proposed works to the parish clerk.

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13. 541 HCC Countryside Service Small Grants Scheme (SGS)

To discuss the establishment of a working group for the purpose of designing and producing an 'Exploring Awbridge' leaflet for the purpose of promoting informed access to the countryside around the parish.

Proposed by **PA**, seconded by **PL** that this item be carried forward to the meeting on 10 March 2016.

Clerk

14. 542 Correspondence (Standing Item)

To receive a list of correspondence.

Letter from Hampshire County Council about the date of the Test Valley Passenger Transport fora on Thursday 12th May 2016. Meeting time is 10.00-12.00pm in TVBC offices at Beech Hurst, Andover.

Letter and guide to auto enrolment from the Pensions Regulator.

15. 543 Date of next meeting and venue

10th March 2016 in the Village Hall.

The Meeting closed at 9.53

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