

**AWBRIDGE PARISH COUNCIL**

**Minutes of the meeting of the Council held  
on Thursday, 5th April 2018 at 7.30pm**

**Present:** Cllrs Allen (**PA**) (Chair), Jackson (**GJ**), Legon (**PL**), Seymour (**KS**) [Non-voting Member) Wheeler (**SW**)

**In attendance:** TVBC Cllr Gordon Bailey (**GB**), Kerry Daley, Awbridge Neighbourhood Development Plan Steering Group (**KD**), 3 Members of the public

**Apologies:** Awbridge Parish Cllrs Daley and Hawthorne, TVBC Cllr Nick Adams-King, HCC Cllr Roy Perry.

**Clerk:** Ian Milsom

**Action**

1. **34/18 Apologies for absence**  
Apologies were received and accepted from Cllr Daley and Cllr Hawthorne.  
  
Cllr Legon joined the meeting at 7.45pm
2. **35/18 Declarations of interest**  
No declarations were made
3. **36/18 Councillor Co-option**  
**PA** confirmed that at the extraordinary meeting of the Council held on 15<sup>th</sup> March 2018, three applications for co-option were considered and it was resolved that Kelly Seymour be co-opted to the Council.  
  
**PA** congratulated **KS** on her new role.  
  
**KS** signed the acceptance of office form and was issued with the register of pecuniary interests form for completion, and the code of conduct. **KS** will formally take up her role, with full voting rights, at the Annual Council Meeting on 17 May 2018. **KS**
4. **37/18 Minutes**
  - i.* To confirm the minutes of the meeting held on 22nd February 2018 and the extraordinary meeting held on 15<sup>th</sup> March 2018. It was proposed/seconded (**SW/PA**) that both sets of minutes be accepted as true records of the business conducted on the relevant dates. **Resolved.**
  - ii.* Information update on items from the meeting on 22nd February 2018 not on the agenda.
    - Bank account (Regularisation of account signatories)

**PA** visited Barclay's Bank in Romsey, today, 5<sup>th</sup> April 2018, to find that the manager is on holiday. **PA** will arrange an appointment with the manager at the earliest opportunity to discuss account signatories. **PA**

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**5. 38/18 Reports and presentations**

**KD** provided a verbal update on the work of the Neighbourhood Development Plan Steering Group (NDPSG). NDPSG, which currently comprises six members, meets regularly in the village hall. Currently advertising in village newsletter for additional volunteers. **KD** highlighted the invaluable support provided by Test Valley Borough Councillor Nick Adams-King.

As part of the process of community involvement, NDPSG have engaged with Awbridge Primary School and All Saints church. Also attended village lunch held at the village hall.

A pilot survey, involving 24 homes, has been carried out and the feedback loaded on to Survey Monkey for analysis. Survey is hard-copy based and this will be completed face-to-face and door-to-door with parishioners by the end of May 2018. This method was considered more effective than an online survey in capturing a holistic view of local opinion. There will be an event in June to capture more views. Engaging with young people may prove challenging. The community engagement process is planned to run until the end of July 2018.

**KD** stressed that whilst she and NDPSG colleague Vikki Maddison have kick-started the neighbourhood development plan process, they do not decide how the plan will develop, or what it will contain.

**KD** agreed to cover the NDP at the Annual Parish Assembly on 19<sup>th</sup> April 2018.

**KD**

**6. 39/18 Public observations/questions on agenda items**

The following issues were raised:

- Silt-filled dip in pavement at bottom of Danes Road opposite 'Alfie's Field'
- Potholes in road by 'Annie's Restaurant'
- Bank reconstruction at Coombe Lane. **PA** sent photographs to highways engineer, who is currently on annual leave. **PA** has details of the company whose vehicle caused the damage
- Pot holes on B3084, including one near to the junction with A3057 at Dukes Head.

**PA**

**GB** suggested emailing the above through to HCC Cllr Roy Perry.

**7. 40/18 Annual Parish Assembly 19<sup>th</sup> April 2018**

To finalise agenda and arrangements for the evening

It was proposed that the agenda comprise:

**Clerk**

1. Apologies
2. Minutes of the Annual Parish Assembly 2016
3. Parish Council Chairman's Report

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4. Other reports
5. Question & Answer Session
6. Presentation – NDP
7. Questions
8. Summary and close

**Resolved.**

**8. 41/18 The General Data Protection Regulation (GDPR)**

The clerk and **GJ** gave a brief overview of the new Regulation and its aims.

Information Commissioners Office (ICO) still to issue targeted advice to small organisations, including parish councils. However, GDPR is unlikely to have a major impact on the parish council as it does not hold/process personal data other than for Members and the Clerk. Anyone contacting the Council via email or the website automatically gives permission for this data to be processed to answer their query.

There is still no definitive advice regarding whether Clerks may fill the role of Data Protection Officer.

The Necessary notices on the website, regarding use and protection of personal data, will be handled by Hugo Fox.

Council will have to create a GDPR Policy and a Privacy Notice. The clerk will action this.

Councillors will need to have a separate dedicated email for Council business and the clerk will investigate this provision.

**HF –  
Clerk to  
Monitor  
Clerk**

**Clerk**

**9. 42/18 Financial and Administrative**

- I. To receive information about the audit process 2018  
This will operate as previous years and there is no change to the procedure which must be followed and the information which must be published. There is a new external auditor.

Council qualifies for and may seek exemption from the external audit process.

- II. To authorise cheque payments

The following payments were authorised:

200190 £973.52 - Clerk's Salary January-March 2018

200191 £213.40 - PAYE January-March 2018

**Clerk**

**10. 43/18 Traffic Calming**

- a) To receive update  
Hampshire County Council has granted £2,034.00 from Cllr Roy Perry's Councillor Grant budget towards the total cost of £4,068.54

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- b) To authorise commitment of funds  
It was proposed that Council commit a total of £4,068.54 (£2,034.00 grant and £2,034.54 from Council funds) to the traffic calming equipment. **PA/GJ Resolved.**
- c) To authorise the clerk to write to Hampshire County Council requesting that the work to install the traffic calming equipment proceed at the location suggested by Council.

It was proposed that the clerk write to Hampshire County Council requesting the provision and siting of solar powered flashing amber lights on Romsey Road, accompanied by a school advisory 20mph when the lights are operating. Siting to be on Romsey Road near to the school, subject to the professional advice of Hampshire Highways. **PA/GJ Resolved.**

Clerk

#### 11. 44/18 Planning

- i. To consider planning applications notified to the Council. 18/00706/VARS Berriedael, Church Lane. Variation of conditions relating to the demolition of the existing dwelling.

It was proposed that Council's response be to 'Object' for the following reason:

'The Parish Council can see no valid reason for varying the conditions of the previous permission'. **PL/PA Resolved.**

Clerk

- ~~ii. Neighbourhood Development Plan  
To receive verbal update~~  
This item was covered at 38/18 above.

#### 12. 45/18 Parish Lengthsman Scheme

- a) To receive details of April 2018 worksheet  
The clerk advised that the Lengthsman has been issued with the following work:
- Check, clean and remove sight-obstructing foliage from road signs
  - Continue clearance work at the Coombe
  - Rub down and re-varnish wooden benches
  - Clear drainage ditches in Romsey Road by Springfield Estate.
- b) To discuss and identify tasks for the May 2018 Worksheet.  
The following tasks were proposed and **resolved:**
- Clear bridleway in preparation for May Fun Run, Coombe Bridleway at Danes Road end.
  - Provide quote for supplying and laying log walkway over waterlogged footpath at Church Lane-Coombe Lane.

Clerk

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**13. 46/18 Date of next meeting of Council and items for the agenda**

The next meeting of the Parish Council will be the **Annual Meeting** to be held on Thursday 17th May 2018, commencing at 7.30pm in the Village Hall.

It was proposed that the following scheduled meetings be switched:

7 June – Planning Committee

28 June – Full Council

The meeting schedule for these dates will now read:

7 June – Full Council

28 June – Planning Committee

**PL/PA Resolved.**

A meeting of the Parish Council Planning Committee is scheduled for Thursday, 26th April 2018, commencing at 8.00pm in the Village Hall. ***This will only go ahead if planning applications have been received for comment.***

**The meeting closed at 8.50**

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