



AWBRIDGE PARISH COUNCIL

Minutes of the meeting held on Thursday,
3rd August 2023 at 7.30pm in Awbridge Village Hall

Present:

Cllr Peter Allen
Cllr Grahame Jackson (Chair)
Cllr Gordon Piper
Cllr Janet Whiteley

Apologies:

Cllr Kelly Seymour

Two members of the public

Action

1. **029/23 Welcome**
The Chairman, Councillor Grahame Jackson, welcomed everyone to the meeting.
2. **030/23 Apologies**
Were received from Councillor Kelly Seymour.
3. **031/23 Declarations of interest**
No declarations were made.
4. **032/23 Reports and Correspondence**

- **Awbridge Neighbourhood Plan (ANP)**

Councillor Gordon Piper advised that the Working Group is currently focused on updating the Draft Development Plan. When complete it will be sent to Test Valley Borough Council for checking to ensure it complies with the established planning framework.

Due to the inevitable conflicting pressures on volunteers' time, the NDP process has lost some momentum. This will be addressed when the holiday season is over.

The Department for Levelling Up, Housing and Communities (DLUHC) has confirmed that funding has been made available for the full continuation of the Neighbourhood Planning Support Programme run by Locality on behalf of DLUHC for a further year, 2023-2024. Bluestone Planning consultant will provide Council with a quotation for ongoing work. This will form the basis of a further grant application. This to be prepared and submitted by the clerk.

Clerk

Hampshire County Councillor and Test Valley Borough Councillor Nick Adams King

Councillor Adams King provided a verbal report covering:

- June meeting of Test Valley Association of Parish and Town Councils.
- Traffic survey (Heavy Goods Vehicles [HGV] movements) in Kimber Lane and Saunders Lane. Surveys did not suggest many HGV movements and the veracity of the results need to be questioned.
- Flooding at Saunders Lane. This has been successfully addressed.
- Traveller caravan site at Embly Lane, East Wellow. Some controversy over approval of the site as applicants do not appear to have a local connection as required by **Test** Valley Borough Council's policy. Decision referred for judicial review.
- **Parish Clerk**

Efforts to recruit new Members.

The clerk advised that the circulation of a recruitment flyer has attracted three expressions of interest, with one new Member being co-opted to the Council at the annual meeting in May 2023.

The clerk explained that a further two potential co-optees were present this evening, attending as members of the public, to get a feel for how the Parish Council operates, how its meetings are conducted, and to understand more about the role of parish councillor. Individuals have provided a personal pen sketch, which includes their reasons for wishing to become a parish councillor. Their co-option applications will be formally considered at Council's September 2023 meeting.

Lengthsman

The piece in Awbridge News asking parishioners to report jobs to the clerk is bearing fruit. One of the items recently reported is the condition of Coombe Lane (Potholes) and adjacent draining ditches.

5. 033/23 Public observations/questions on agenda items

A parishioner asked if it would be possible to close one end of Coombe Lane to prevent damage to the lane resulting from through traffic. Although this was discussed, no decision was reached on the suggested closure.

6. 034/23 Minutes

To confirm and sign the previously circulated draft minutes of the meeting of the Parish Council held on 29th June 2023.

It was proposed that the minutes be accepted as an accurate record of the business conducted. **RESOLVED.**

To confirm and sign the previously circulated draft minutes of the Extraordinary Parish Council meeting held on 24th July 2023. It was proposed that the minutes be accepted as an accurate record of the business conducted. **RESOLVED.**

7. 035/23 Matters arising

From the minutes of the meeting held on 29th June 2023 not included in the agenda or in reports.

- SSEN Resilient Communities Fund

The clerk advised that this funding stream has now closed.

Matters arising from the Extraordinary Parish Council meeting held on 24th July 2023 not included in the agenda or in reports.

None.

STANDING ITEMS

8. 036/23 Financial and Administrative

- a. To agree and sign the bank reconciliation.
The clerk apologised that this document was not available at the meeting and undertook to subsequently circulate to all Members by email.
- b. It was proposed that all payments listed at Appendix 2 be approved. **RESOLVED.**

9. 037/23 Planning

To consider planning applications notified to the Council.
See Appendix 1

10. 038/23 Lengthsman

Additional worksheet tasks for August 2023. Clear over-hanging undergrowth from footpath near Hansard. Councillor Grahame Jackson undertook to pass this to Councillor Kelly Seymour for action.

BUSINESS TO BE CONDUCTED

11. 039/23 Traffic Calming Measures

The clerk advised that he has written formally to the Senior Engineer, Safer Roads Team, Traffic and Casualty Reduction, Hampshire County Council setting out the required traffic calming features, with locations. A copy of this correspondence has been copied to all Members and appears as Appendix 3 to these minutes. It was proposed that Council fully endorse these measures **RESOLVED.**

12. 040/23 Communications Policy

To discuss the creation of a communications policy to include the following features:

- Forms of communication, e.g., Email, What's App
- Message response times
- Best practice

The Chairman, Councillor Grahame Jackson, set the discussion in the context of the need to improve effective communication between the Council team.

It was agreed that the clerk source a suitable sample communications policy and bring this to the meeting on 21 September 2023 for further discussion.

13. 041/23 Community Bus Services

To discuss and agree a marketing plan.

The Broughton and Mottisfont Village Bus has been in operation for more than 30 years, providing a useful service to local villagers. Following collaborative discussions between Awbridge Parish Council and Broughton Parish Council the service has now been expanded to take in Awbridge, thereby providing a vital link to shops and services in Romsey.

The discussion focused on raising awareness of the new community bus service, and it was agreed to look at implementing the following:

- Bus stop sign and bus timetable for the existing bus shelter in Romsey Road
- Bus service question and answer style article in Awbridge News. This to be separate from the standing monthly Awbridge Parish Council update
- Creation and circulation of an information leaflet
- Involving pupils at Awbridge Primary School

14. 042/23 Clerk Succession Plan

To discuss and agree a plan, with appropriate milestones, to recruit to the post of clerk, which will become vacant later this year due to retirement of the current postholder.

It was agreed to focus initially on the creation and appropriate placement (For example, Hampshire Association of Local Councils website, Test Valley Borough Council community website) of a recruitment advertisement. The clerk to undertake this task and report back at the meeting on 21st September 2023.

15 043/24 Closure of meeting

The Chairman, Councillor Grahame Jackson, called the meeting to a close at 9.00pm.

Date of next full council meeting 21st September 2023

Appendix 1**Planning****Current Applications**

23/01710/FULLS. Dunhelme Newtown Road Newtown. Convert double garage to annexe for elderly relative, erect side extension and rear conservatory. **Thursday 27 Jul 2023.** (Late submission requested). It was proposed that Council's response be '**No Objection.**'

Previous Applications

23/01353/FULLS. The Old Police House, Danes Road. Erect single storey front extension and front porch, extend rear dormer and add rooflight. PERMISSION subject to conditions & notes.

22/03287/FULLS. Change of use of former car park to B8 vehicle storage. STILL CURRENT.

23/01515/FULLS. 41 Cowleas Cottages. Side and rear single storey extension, and revised fenestration. STILL CURRENT.

23/01053/FULLS. Hilltop Farm, Newtown Road, Newtown. Continued seasonal change of use from agricultural and (formerly golf course) to tourism accommodation comprising x 2 overnight holiday let shepherds huts, x 3 ancillary huts (kitchen, break-out and replacement larger bathroom), two open front shelters, timber decking, formation of car park area, sewage treatment plant and landscaping. STILL CURRENT.

Appendix 2**Payments for approval**

Date	Payee	Reason	Amount £
11 July 2023	Gallagher	Annual insurance	£587.87
11 July 2023	HALC/NALC	Annual subscription	£400.92
11 July 2023	ADVA	Insert in Awbridge News	£24.00
11 July 2023	Parish Online	Mapping licence (NDP)	£64.80
02 August 2023	Ian Milsom	Staff salary Apr-Jun	£1400.46
02 August 2023	HMRC	PAYE Apr-Jun	£324.00
03 August 2023	Deon Design	Artwork for bus timetable	£68.40

Appendix 3

**AWBRIDGE PARISH COUNCIL**

(By Email)
Daniel Hutchings
Senior Engineer
Safer Roads Team – Traffic and Casualty Reduction
Hampshire County Council
Economy, Transport and Environment Department

2 August 2023

Dear Daniel

Traffic Calming

The parish council has asked me to confirm the following features of the required community funded traffic calming measures.

Danes Road by Church Lane

Gateway, 1.2m wide, to be placed on level verge (north of drainage ditch before verge banks).

Lockerley Road by 30mph signs

Installation of bollards - matched to gateways - either side of road. Installation of gateway opposite 'Green Pastures.'

Romsey Road by Village Hall

Gateway feature placed further back into the verge to prevent obstructing visibility when exiting car park. Creation of 'virtual' walkway/removal of centre roadway line.

Saunders Lane by layby

Install gateway at start of layby.

Sign Carriers – Colour

White

Gateway Signage

As per Appendix, with village logo above text.

I would be grateful if you would provide an updated costing based upon the information above.

Yours sincerely

Ian Milsom, Clerk to the Council

Appendix 3 (Continued)



Framework to be white in colour