

**ABBOTTS ANN PARISH COUNCIL**  
**Minutes from the Meeting**  
**held on Thursday 4<sup>th</sup> June 2020 at 19:00**  
**via the Zoom platform.**

Present: Parish Cllrs: A Jordan (Chairman), G Howard (Vice Chairman),  
A Jones, D Perkin, C Wallis, C Coffey, P Roberts.  
Borough Cllrs M Flood & D Coole and County Cllr A Gibson

Members of the Public: 6

Minutes: Mrs C L Cotterell – Parish Clerk

Meeting started at 19.02

| AGENDA ITEM | MINUTES  | ACTION       |
|-------------|--|--------------|
| <b>1</b>    | <p><b>Chairman's Opening Remarks</b></p> <p>Chairman advised all present on the format of the meeting. Members of the public were asked if they wished to speak about any items on the agenda.</p>   |              |
| <b>2</b>    | <p><b>Apologies for Absence</b> – None.</p>  | <b>NOTED</b> |
| <b>3</b>    | <p><b>Declarations of Interest</b> – None.</p>   | <b>NOTED</b> |
| <b>4</b>    | <p><b>Cllrs to agree the minutes to be an accurate record of the meeting held on 7<sup>th</sup> May 2020</b> – Proposed Cllr Jordan seconded Cllr Roberts, all agreed.</p>   |              |
| <b>5</b>    | <p><b>Actions/Updates</b></p> <p>Cllrs to note actions and updates already circulated and published.</p> <p>Cllrs noted reports from the Clerk and for the portfolios.</p> <p>Cllr Howard reminded Cllrs that the Clerk did not need authority to pay the Churchyard Fence planning permission application fee of £117.00 as it was within her delegated amount.</p>   | <b>NOTED</b> |
| <b>6</b>    | <p><b>Borough and County Councillor Reports</b></p> <p>Cllrs to note Borough and County Councillor reports</p> <p>Cllr Flood reported:</p> <ul style="list-style-type: none"> <li>• Village shop have reverted to normal pre-Covid opening hours.</li> <li>• TVBC have extended free parking to 21<sup>st</sup> July. Lower rate of £1 for 2 hrs from 22<sup>nd</sup> July.</li> <li>• Discretionary Grant Fund of £1.4m available for small businesses and community organisations which didn't fulfil initial government criteria – Applications open 8<sup>th</sup> June for two weeks.</li> <li>• Update on Southern Water – Southern Water will submit proposal to HCC Highways for a layby opposite Alpine Group/Siteweld businesses for tankers. Tankers are needed to pump to manage the pipe/drainage system when ground water levels rise.</li> </ul> <p>Cllr Coole reported:</p> <ul style="list-style-type: none"> <li>• TVBC has received and distributed funding to support Test Valley small and medium businesses. Out of 2405 qualifying businesses, 2084 have received a total of £25.715m.</li> <li>• TVBC continues to work with local Parish Councils and stakeholders on the Recovery Phase, to make the shopping locations safe and secure places. All outdoor market stalls are now allowed to operate and all non-essential shops from 15<sup>th</sup> June.</li> <li>• NHS England and Improvement has written to dental practices setting out the next steps for delivery of NHS dental services in England. The letter asks all dental practices to commence opening from Monday 8 June for all face to face care, where practices assess that they have the necessary infection prevention and control in place.</li> </ul> <p>It was noted that some pubs/restaurants in Test Valley will have difficulties as they haven't received any government funding. Some local pubs are doing takeaways.</p> <p>Cllr Gibson reported:</p> <ul style="list-style-type: none"> <li>• Cllr Gibson is supportive of the layby proposal from Southern Water and suggested some drainage work in the village could be carried out during the summer.</li> <li>• From 15<sup>th</sup> June the Household Waste Recycling Centre (HWRC) will take bookings for visits.</li> <li>• Cllr Gibson is joining the Regulatory Committee.</li> <li>• Cllr Gibson has devolved grants available.</li> </ul> <p>It was noted that HWRC uses number plate recognition and cars need to be registered and that road signage for the queueing system needs improvement.</p> |              |
| <b>7</b>    | <p><b>Annual Governance and Accountability Return</b></p> <p>a) Cllrs to approve the Annual Governance Statement for 2019/20 – Cllrs reviewed and answered all questions on Section 1 Annual Governance Statement 2019/20, it was approved by Cllrs and was signed by the Clerk and will be signed when practicable by the Chairman – Proposed Cllr Jordan, seconded Cllr Howard, all agreed.</p> <p>b) Cllrs to approve the Accounting Statements for 2019/20 – Cllrs reviewed and approved Section 2 Accounting Statements for 2019/20, it was signed by the RFO</p>   |              |

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|---|--|---------------------------|---------------|--------------|---------------|-----------------------------|--------|------------------------|---------|-----------------------|---------|---------------------------|--------|-------------------------------|---------|---------------------|-------|-----------------------------|--------|--|--|---|--|--|--|--|
|   | and will be signed when practicable by the Chairman – Proposed Cllr Jordan, seconded Cllr Howard, all agreed.  |                           |               |              |               |                             |        |                        |         |                       |         |                           |        |                               |         |                     |       |                             |        |  |  |   |  |  |  |  |
| <b>8</b>  | <p><b>Update on Annual Parish Council Meeting for 2020</b></p> <p>Cllrs to receive an update on process to be adopted relating to legislation changes due to Covid 19.</p> <p>The Chairman reminded all that the legislation has changed regarding the requirement to hold the Annual Council Meeting during 2020 and it can be deferred until May 2021. The review of policies and procedures normally carried out in the Annual Meeting will be reviewed over the next few meetings to keep them up to date.</p> <p>The Annual Meeting also normally requires the election of a Chairman, although the current temporary legislation allows for the Chairman to remain in post until 2021. The Chairman asked that any Cllr who wished to be nominated as Chairman to let him or the Clerk know so it can be an agenda item at the next meeting.</p>   | <b>Cllrs to note</b>      |               |              |               |                             |        |                        |         |                       |         |                           |        |                               |         |                     |       |                             |        |  |  |   |  |  |  |  |
| <b>9</b>  | <p><b>Planning Appeal - Notification of Appeal Hearing - Dingwall, Little Ann Road, Little Ann</b></p> <p>Cllrs to consider submission of comments from AAPC.</p> <p>Cllr Roberts provided an overview on the documents circulated from TVBC setting out reasons for the appellant's actions and the rationale behind TVBC's refusal of the retrospective planning application and the issue of the enforcement notice – Cllrs agreed that AAPC should draft a response in support of the TVBC decision to object to this development - Proposed Cllr Jordan, seconded Cllr Roberts, all agreed.</p> <p><u>Action:</u> Cllr Roberts will write a draft response and circulate to members to agree final wording.</p>   | <b>Cllr Roberts</b>       |               |              |               |                             |        |                        |         |                       |         |                           |        |                               |         |                     |       |                             |        |  |  |   |  |  |  |  |
| <b>10</b>   | <p><b>Cllrs to review, revise (if required) and adopt the following documents and policies of the Parish Council:</b></p> <p><u>With no proposed amendments:</u></p> <p>Standing Orders, Financial Regulations and Internal Control Procedures, Risk Management Schedule and Freedom of Information – All have been reviewed recently, Cllrs readopted the policies with no amendments – Proposed Cllr Jordan, seconded Cllr Howard, all agreed.</p> <p><u>Policies to be reviewed and adopted:</u></p> <p>Employment – Disciplinary &amp; Grievance Policies (NALC models 2019) – Cllrs adopted the policies with no amendments – Proposed Cllr Jordan, seconded Cllr Roberts, all agreed.</p> <p><u>To be reviewed:</u></p> <p>Asset Register – (Full physical check of assets required) – Cllrs agreed the assets need to be checked and listed in full as a group when restrictions allow.</p> <p>Review of subscriptions – HALC/NALC/CPRE/SLCC/LCR – (no proposed amendments) – Subscriptions were reviewed with no amendments – Proposed Cllr Jordan, seconded Cllr Roberts, all agreed.</p> <p>Legal Agreement (HCC in respect of The Green (Manor Close field) – no proposed amendments) – The legal agreement was reviewed with no amendment – Proposed Cllr Jordan, seconded Cllr Jones, all agreed.</p> <p>Insurance Arrangements – A 3yr long term arrangement is in place (approved Sept 2019 – Renewal date 1<sup>st</sup> October).</p> | <b>Cllrs</b>              |               |              |               |                             |        |                        |         |                       |         |                           |        |                               |         |                     |       |                             |        |  |  |   |  |  |  |  |
| <b>11</b>   | <p><b>Finance</b></p> <p>a) Cllrs to approve the Financial Statement for 1<sup>st</sup> to 31<sup>st</sup> May 2020 – Proposed Cllr Jordan, seconded Cllr Howard, all agreed.</p> <p>b) Cllrs to approve the payment schedules for June 2020 – Proposed Cllr Jordan, seconded Cllr Jones, all agreed.</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;"><u>Payee</u></th> <th style="text-align: right;"><u>Amount</u></th> <th style="text-align: left;"><u>Payee</u></th> <th style="text-align: right;"><u>Amount</u></th> </tr> </thead> <tbody> <tr> <td>Clerk office/expenses (May)</td> <td style="text-align: right;">£12.25</td> <td>Playsafety Ltd (RoSPA)</td> <td style="text-align: right;">£198.00</td> </tr> <tr> <td>Clerk Salary/Pensions</td> <td style="text-align: right;">£922.54</td> <td>LCR Magazine subscription</td> <td style="text-align: right;">£17.00</td> </tr> <tr> <td>Larkstel Ltd (Grds Main- May)</td> <td style="text-align: right;">£422.00</td> <td>HCC Lease The Green</td> <td style="text-align: right;">£1.00</td> </tr> <tr> <td>Fasthosts (Domain Name 2yr)</td> <td style="text-align: right;">£73.20</td> <td></td> <td></td> </tr> <tr> <td colspan="4"><u>Bank Balance as at 31<sup>st</sup> May 2020 - £55,171.85</u></td> </tr> </tbody> </table>   | <u>Payee</u>              | <u>Amount</u> | <u>Payee</u> | <u>Amount</u> | Clerk office/expenses (May) | £12.25 | Playsafety Ltd (RoSPA) | £198.00 | Clerk Salary/Pensions | £922.54 | LCR Magazine subscription | £17.00 | Larkstel Ltd (Grds Main- May) | £422.00 | HCC Lease The Green | £1.00 | Fasthosts (Domain Name 2yr) | £73.20 |  |  | <u>Bank Balance as at 31<sup>st</sup> May 2020 - £55,171.85</u> |  |  |  |  |
| <u>Payee</u>  | <u>Amount</u>  | <u>Payee</u>              | <u>Amount</u> |              |               |                             |        |                        |         |                       |         |                           |        |                               |         |                     |       |                             |        |  |  |   |  |  |  |  |
| Clerk office/expenses (May)                                     | £12.25   | Playsafety Ltd (RoSPA)    | £198.00       |              |               |                             |        |                        |         |                       |         |                           |        |                               |         |                     |       |                             |        |  |  |   |  |  |  |  |
| Clerk Salary/Pensions   | £922.54  | LCR Magazine subscription | £17.00        |              |               |                             |        |                        |         |                       |         |                           |        |                               |         |                     |       |                             |        |  |  |   |  |  |  |  |
| Larkstel Ltd (Grds Main- May)                                   | £422.00  | HCC Lease The Green       | £1.00         |              |               |                             |        |                        |         |                       |         |                           |        |                               |         |                     |       |                             |        |  |  |   |  |  |  |  |
| Fasthosts (Domain Name 2yr)                                     | £73.20   |                           |               |              |               |                             |        |                        |         |                       |         |                           |        |                               |         |                     |       |                             |        |  |  |   |  |  |  |  |
| <u>Bank Balance as at 31<sup>st</sup> May 2020 - £55,171.85</u> |  |                           |               |              |               |                             |        |                        |         |                       |         |                           |        |                               |         |                     |       |                             |        |  |  |   |  |  |  |  |
| <b>12</b>   | <p><b>Next Meeting</b></p> <p>Date of next meeting - Thursday 2<sup>nd</sup> July 2020 – 7pm – to be held via a videoconference call.</p>  |                           |               |              |               |                             |        |                        |         |                       |         |                           |        |                               |         |                     |       |                             |        |  |  |   |  |  |  |  |
| <b>13</b>   | <p><b>To pass a resolution in accordance with the Public Bodies (Admission to Meetings) Act 1960 to exclude the public and press for discussion regarding employment matters – Proposed Cllr Jordan, seconded Cllr Jones, all agreed.</b></p> <p>Due to technological problems the meeting could not continue so this item was deferred.</p>   | <b>Deferred</b>           |               |              |               |                             |        |                        |         |                       |         |                           |        |                               |         |                     |       |                             |        |  |  |   |  |  |  |  |

**Meeting closed at 20.25**

**These Minutes were approved at the Council meeting held on 2<sup>nd</sup> July 2020**