

ABBOTTS ANN PARISH COUNCIL
Minutes from the Annual General Meeting of the Parish Council
held on THURSDAY 19th May 2016
7.00pm at the Abbots Ann War Memorial Hall



Present: Parish Councillors Mrs B Deacon (Chairman), Mrs E Howard (Vice Chairman), Mrs S Bleeker, B Sims, B Griffiths, A Hayter, Mrs S Coffey, Borough Councillor G Stallard

Members of the Public: 6

Minutes: Mrs Clare Cotterell – Clerk

Meeting started at 19.00

AGENDA ITEM		ACTION
1	Cllrs to elect a Chairman. The Chairman, Cllr Deacon read a statement to the council and stated she would not be standing for re-election as Chairman. Nominations for Chairman were invited, there were no nominations.	
2	Cllrs to elect a Vice Chairman. Nominations for Vice Chairman were invited, there were no nominations. Cllr Deacon took the chair for the remainder of the meeting.	
3	Apologies for Absence Apologies were received from County Councillor Gibson and Borough Councillor Flood.	NOTED
4	Declarations of Interest Cllr Griffiths declared pecuniary interest as the member of the press, Mrs Rosemary Griffiths is his wife and is retained as village correspondent by the Andover Advertiser. Cllrs Sims and Griffiths declared a pecuniary interest for Item 13a), Cllr Sims (employment) Cllr Griffiths (landlord). Cllr Hayter declared a pecuniary interest for Item 13f (hospitality).	NOTED
5	Cllrs to agree the minutes to be an accurate record of the meeting held on 7th April 2016. Amendments approved: Item 6 – under both Lighting issue and Dog Microchipping – the word “Subsequently” be changed to “Afternote.” Item 9 – Finance – typographical error – Cllr Hayter incorrectly recorded as Cllr Howard. Item 14 – addition of words: “for work on specific projects”. It was noted that Cllr Coffey stated she was still unhappy with the accuracy of the January minutes. Proposed Cllr Howard seconded Cllr Bleeker, 5 votes in favour, Cllrs Coffey and Griffiths abstained.	
6	Actions from the meeting held on 7th April 2016 to be provided Clerk reported: Item 4 – adding Expenditure powers to budget sheet and reviewing storage in WMH shed – both ongoing Item 8 – investigate costs for PAYE – Clerk had sent a request to other Parish Council Clerks and had a few responses which included, one paid approximately £194 per year and another around £84 per year, others did their own PAYE. AAPC currently pay £68 per year. Item 12 – investigate cost of defibrillator plaque – Clerk had contacted the Poplar farm Inn and the person responsible for raising funds who did not know of any plans to site a plaque there. Clerk also reported that the VAT reclaim had been submitted for the last financial year and that the reported tree down on Penny Path had been reported to HCC and the footpaths officer will try liaise with HCC to advise of exact location. The Tree Warden had been asked for advice. Cllr Bleeker advised that an application for a defibrillator was not looking favourable from BHF for areas with existing ones. Suggested adding to the agenda next month for discussion on whether to apply for one at Bulbery. Cllr Sims suggested also looking at placing one at Abbots Ann Down in the future. It was noted that the new defibrillators needed to be registered with the ambulance service. Cllr Griffiths referred to the minutes of 3 rd March and stated that he wasn't happy about the wording of Item 7c (Planning). Cllr Griffiths wished it noted that he preferred the item to read that the planning application hadn't been circulated to him and given the size and complexity of the application there was not sufficient time at the meeting for his proper consideration of the plan for	<p style="text-align: center;">Ag item</p> <p style="text-align: center;">Clerk</p> <p style="text-align: center;">Noted</p>

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	Cllr Griffiths to vote on it.	
7	<p>Special Motion received – The Burial Ground Sub-Committee established at Item 5 of the Council minutes of 7 January 2016 be dissolved and that the Terms of Reference accepted for it at Item 5 of the Council minutes of 11 February 2016 be rescinded.</p> <p>Cllr Howard read a statement regarding the legal requirements and regulations to do with the Burial Ground and that anything to do with the Burial Ground is the responsibility of the Proper Officer and not that of a sub-committee of the Parish Council.</p> <p>Clerk requested to take advisement regarding this special motion and to report back at the next meeting. Proposed Cllr Hayter, seconded Cllr Bleeker, all agreed except Cllrs Howard and Griffiths who abstained.</p>	Clerk
8	<p>Councillors to agree sub committees and members, if any</p> <p>Burial Ground Sub Committee – Cllrs Hayter and Bleeker advised that they wished to be members, Clerk to send invites to other Cllrs, it was agreed to put an advert in the Parish magazine and on the website, Cllr Hayter to write advert and propose the first Agenda, Cllr Howard mentioned she did not want to be part of it. Cllr Howard was thanked for attending the Cemetery training day.</p>	Cllr Hayter
9	<p>Councillors to propose a schedule of meetings for the new financial year</p> <p>The proposed schedule was agreed with the addition of a second short meeting at the end of July for planning and finance only and no meeting held in August.</p> <p>Dates: 9 June, 7 July, 28 July (short meeting), 1 September, 6 October, 3 November, 1 December, 12 January 2017, 2 February, 2 March, 6 April, Parish Assembly 21 April, Annual General Meeting 11 May. Also proposed that 2 meetings in July and March are held at Burghclere Down.</p> <p>Proposed Cllr Hayter, seconded Cllr Sims, all agreed.</p>	
10	<p>Councillors to propose adoption of revised Standing Orders and Financial Regulations of the Parish Council</p> <p>Standing Orders were reviewed and the following amendments approved: Item 3 l. – addition - "with express knowledge of the Chairman and Proper Officer and recorded in the minutes. Item 4 e. – addition of Burial Ground Terms of Reference. Items 5 j xiii, xiv, xv – to review annually Item 7 – addition of Pre Planning Application Terms of Reference Item 12 f – addition – draft minutes to be displayed on noticeboards and website Addition of version control, dated and page numbering.</p> <p>There was a proposal to remove the role of Vice Chairman, 5 votes to keep the role and 2 to remove. Proposal not carried.</p> <p>Proposal to adopt the Standing Orders with amendments – Proposed Cllr Hayter, seconded Cllr Howard, all agreed except Cllr Coffey who abstained</p> <p>Financial Regulations were reviewed and the following amendments approved: Item 3.6 – addition - to include the % of precept agreed for reserve Item 3.7 – addition – Powers of Expenditure to Budget Item 4 – addition – AAPC Funding Request Form. Addition of version control, dated and page numbering.</p> <p>Proposal to adopt the Financial Regulations with amendments – Proposed Cllr Hayter, seconded Cllr Howard, all agreed.</p> <p>It was agreed that Standing Orders and Financial Regulations will be posted on the website with the funding form available to download and with the Manager's permission displayed in the folder in the shop.</p>	Clerk
11	<p>Public Participation - This item will be limited to 15 minutes, unless directed otherwise by the Chairman.</p> <p>A member of the public asked for clarification of where the copies of the Standing Orders/Financial Regulations/Request for funding form will be available – It was confirmed they would be on the website and in a folder in the shop.</p> <p>A member of public commented about long standing problems between Councillors and suggested members meet socially to discuss and sort out any personal problems. The member of the public was thanked for the comments.</p>	
12	Borough and County Councillor Reports:	

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	<p>Cllr Gibson sent a written report which was read out by the Chairman:</p> <ul style="list-style-type: none"> • Devolved grant available for village projects. Please let me know what you need. • The Mobile Library will stop in June so I would like to arrange for Library staff to visit a coffee morning or other village monthly event to demonstrate e-books website and also to make arrangements for the delivery of books monthly to coffee mornings etc through volunteers – It was suggested that the shop could be used for a coffee morning. • A resident of Abbots Ann has experience problems with damaged tyres on the Fullerton Road due to potholes. This is being progressed with Highways • Speed limit change at St Johns Cross has not been supported but we are still lobbying on the issue of safety • Crossing to the Garden Centre is under review by Highways <p>Cllr Stallard had circulated the Leader of Test Valley Borough Council's Annual report and was happy to take questions. He also reported:</p> <ul style="list-style-type: none"> • New Mayor is Cllr Karen Hamilton and the Deputy Mayor is Cllr Carl Borg-Neal • Community Services and Open Space Audit – Cllr Stallard asked that the Parish Council be thoughtful and diligent in completing this as it formed the basis for CIL (Community Infrastructure Levy) and Section 106 contributions. • Overnight closures to Red Post Lane and alternative routes. • Village Shop funding request – Cllr Stallard asked to be informed if he could help with funding. • The new contract for the Leisure Centre is happening over the next few months. <p>Questions – Leisure Centre – is it on the same site? Yes the tender process is flexible and could be either rebuild or reuse existing shell, also could be a design, build, operate and manage contract. What sort of timeline? Will be letting the contract later this year and hoping to be open for business in 2019.</p> <p>Concern regarding Red Post Lane closure and diversions – Cllr Stallard confirmed the diversion would be along Cattle Lane and that the closure was for inspection of the railway bridges.</p> <p>Barred Routes fund – could this funding be used on St John's Cross improvements? St John's Cross is a HCC matter, the fines are collected by County Council and so concerns should be addressed to County Councillor. The cameras are currently not operating, once they are in commission again Cllr Stallard will ask that the fines collected be used for those areas which suffer from barred routes usage.</p>	
13	<p>Planning and Tree Work applications – Cllrs to propose a response to be submitted to TVBC relating to the following applications:</p> <p>a) 16/00697/FULLN – Land rear of 32 Cattle Lane, Abbots Ann. Cllrs Griffiths and Sims withdrew from the meeting for this item. - No objection – Proposed Cllr Hayter, seconded Cllr Bleeker, all agreed.</p> <p>b) 16/00727/LBWN – 85 Little Ann Road, Little Ann, Abbots Ann – No objection – Proposed Cllr Sims, seconded Cllr Howard, all agreed.</p> <p>c) 16/00722/FULLN – 81 Berry Way, Andover – noted permission had already been granted.</p> <p>d) 16/00890/FULLN – 22 Kingsmead, Anna Valley, Andover – further information was reviewed that was recently received – No objection – Proposed Cllr Hayter, seconded Cllr Sims, all agreed.</p> <p>e) 16/00536/FULLN – Manor Farm, Monxton Road, Abbots Ann – No objection – Proposed Cllr Howard, seconded Cllr Sims, all agreed</p> <p>g) 16/00874/FULLN – Water Cottage, Mill Lane, Abbots Ann – No objection – Proposed Cllr Bleeker, seconded Cllr Sims, all agreed</p> <p>h) 16/00913/TREEN – Lane House, Dunkirt Lane, Abbots Ann – No objection – Proposed Cllr Bleeker, seconded Cllr Howard, all agreed. Tree warden's comments to be forwarded to TVBC (I have looked at this application and consider that there is no reason to raise any objection. The tree is scarcely visible from any public road or path and, in any case, the proposed work seems entirely reasonable.)</p> <p>i) 16/01030/TREEN – Higlins Piece, Duck Street, Abbots Ann – No objection – Proposed Cllr Hayter, seconded Cllr Bleeker, all agreed – Tree warden's comments to be forwarded to TVBC (I have looked at this application and consider that there is no reason to raise any objection. The tree is scarcely visible</p>	

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	<p>from any public road or path and, in any case, the proposed work seems entirely reasonable.)</p> <p>There was a discussion regarding expiry dates on the applications received, Cllr Stallard commented that the expiry dates were a legal requirement and that TVBC's policy of flexibility means that if comments are received before delegated decision or Committee then the comments will be included.</p> <p>f) 16/00828/LBWN – Rose Cottage, 86 Little Ann Road, Little Ann, Abbots Ann -This item was moved to the end of the Planning item – Cllrs Hayter and Bleeker withdrew from the meeting for this item - No objection - Proposed Cllr Howard, seconded Cllr Coffey, all agreed. Cllr Stallard left the meeting at 20.38 before this item was discussed.</p> <p>It was agreed that the Clerk will add a description of applications on future agenda.</p>	Clerk																														
14	<p>Correspondence:</p> <p>a) Request received from St Mary's PCC regarding responsibility/maintenance of the closed churchyard. – previously circulated) – Mr Howard of the PCC attended the meeting and spoke on this subject. He advised that this letter should have been sent to the Parish Council previously but for some reason had not been sent. Another agreement had been signed by the then Chairman of the Parish Council and the PCC agreeing maintenance of the Churchyard and dated last year. (Words "last year" amended to read "2007" approved at the meeting held on 21.07.16). Mr Howard referred to the Local Government Act 1972 2152a and to NALC legal notice 65 dated November 2007 which states that the PCC may serve a written request to take over the maintenance of the Churchyard. Mr Howard advised the Parish Council have 3 months from the date of the letter to decide whether to take responsibility for the maintenance or to pass it to the Borough Council. There was a discussion held but the Parish Council were unclear about what they may be taking on and therefore unable to make a decision. Requested the Clerk look into it and advise at the next meeting.</p> <p>b) Email from TVBC – Community Services & Open Space audit. – (previously circulated) – Discussion held regarding completion of the audit, due date 8th June. Chairman suggested that Cllrs Bleeker and Hayter could include it in their discussions with the Sportsfield Management Committee, but there was concern whether this could be completed in time for the due date. There were no volunteers from the Council to take this on. Cllr Deacon agreed to take it to the Sportsfield Committee.</p> <p>It was noted a resident had reported a path in Little Ann to be overgrown, this path has now been cut. It was also noted that the underkeeper of the estate had spoken to Cllr Howard regarding dog mess and parking of vehicles blocking Dunkirt Lane.</p>	<p>Clerk</p> <p>Cllr Deacon</p>																														
15	<p>Charity Commission – The Recreation Ground for Children Charity number 274032 – (detail previously circulated) – Cllrs to propose closing the Charity.</p> <p>Clerk had previously advised the Cllrs that this Charity had been in existence for many years and confirmed that online returns recorded between 2011 and 2014 had been zero. The trustees and contact details had not been updated and the return for 2015 had not been submitted. The Charity Commission had advised that a zero return meant that the Charity could not remain listed and would be removed. A discussion was held and agreed that this was not the responsibility of the Parish Council – Clerk to write to the existing trustees to ask them to wind up the charity.</p> <p>Cllrs proposed to extend the meeting for a further 30 minutes – Proposed Cllr Howard, seconded Cllr Bleeker, all agreed.</p>	Clerk																														
16	<p>Finance:</p> <p>a. Cllrs to propose the financial statement for the period 1st – 30th April 2016 is accepted as a correct record - Proposed Cllr Howard, seconded Cllr Bleeker, all agreed</p> <p>b. Cllrs approved the following payments to be made. – Proposed Cllr Bleeker, seconded Cllr Sims, all agreed except Cllrs Howard and Coffey who abstained.</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> <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>1076</td> <td>HALC Training</td> <td style="text-align: right;">£318.00</td> <td>1077</td> <td>Enham Gardening Services</td> <td style="text-align: right;">£203.20</td> </tr> <tr> <td>1078</td> <td>Clerk/Office Expenses</td> <td style="text-align: right;">£ 75.93</td> <td>1079</td> <td>Clerk Salary</td> <td style="text-align: right;">£903.68</td> </tr> <tr> <td>1080</td> <td>D Murphy Grounds/Path Main.</td> <td style="text-align: right;">£ 62.50</td> <td>1081</td> <td>Cancelled chq</td> <td style="text-align: right;">£0.00</td> </tr> <tr> <td>1082</td> <td>Village Shop Assoc. Grant</td> <td style="text-align: right;">£1875.00</td> <td>1083</td> <td>AA Shop – Assembly Expenses</td> <td style="text-align: right;">£102.63</td> </tr> </tbody> </table> <p>c. Cllrs to consider Village Shop funding request – There was a discussion held regarding the works required to the shop to cover air conditioning unit repairs, refurbishing the shop to increase space for more stock and refurbishing the flat above so it can be let for income. It was agreed to fund half</p>	Chq	Payee	Amount	Chq	Payee	Amount	1076	HALC Training	£318.00	1077	Enham Gardening Services	£203.20	1078	Clerk/Office Expenses	£ 75.93	1079	Clerk Salary	£903.68	1080	D Murphy Grounds/Path Main.	£ 62.50	1081	Cancelled chq	£0.00	1082	Village Shop Assoc. Grant	£1875.00	1083	AA Shop – Assembly Expenses	£102.63	
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	the required cost, under LGA 1972 s137, and the Association were encouraged to approach TVBC and HCC for funding. The grant agreed was £1875.00 on the proviso that if more than half the required cost was available elsewhere then the difference would be refunded to the Parish Council. Proposed Cllr Howard, seconded Cllr Hayter, all agreed. The cheque payment was also approved at the meeting. Proposed Cllr Hayter, seconded Cllr Howard, all agreed.	
17	<p>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. – Proposal to exclude the public and the press for this item - Proposed Cllr Deacon, seconded Cllr Howard, all agreed. The Clerk withdrew from the meeting for this item.</p> <p>The Clerk's position as Clerk was confirmed following completion of the probationary period and she was awarded a small increase in salary to take effect from 1 May 2016.</p> <p>Proposed Cllr Howard, seconded Cllr Deacon, all agreed.</p>	
	At the end of the meeting Cllrs Deacon and Howard tendered their resignations from the Parish Council.	
18	The next meeting of the Parish Council will be held on 9th June 2016.	

Meeting closed at 21.45

Amended, approved and signed by the Chairman at the Council Meeting on 21st July 2016