

**Minutes from the Meeting
held on Thursday 4th August 2022 at
19:00 at the Sports Pavilion, Bulbery.**

COUNCIL MEMBERS

	In Attendance	Apologies	Absent
Councillor Howard (Chairman)	✓		
Councillor Jones (Vice Chair)	✓		
Councillor Jordan	✓		
Councillor Wallis	✓		
Councillor Cole	✓		
Councillor Heather	✓		
Vacancy	-	-	-

Also, IN ATTENDANCE

Amanda Owen - Clerk, Test Valley Borough Councillors - Councillor Maureen Flood & Councillor David Coole and one member of the public.

AGENDA

220801	<p>To receive Chairman's opening remarks. Councillor Howard welcomed everyone to the meeting and advised that the meeting is recorded by the Parish Council and may be recorded by members of the public.</p>
220802	<p>To receive and accept apologies for absence. Apologies from Councillor David Drew were NOTED.</p>
220803	<p>To receive declarations of Disclosable Pecuniary Interests relating to items on this agenda. There were no declarations of Disclosable Pecuniary Interest relating to items on this agenda RECEIVED.</p>
220804	<p>To approve the minutes of the extraordinary Parish Council Meeting held on Thursday 7th July. The minutes of the Parish Council meeting held on Thursday 7th July were APPROVED as a correct record of the meeting.</p>
220805	<p>To receive updates to already published reports, any further updates & updates to the action plan. Reports can be found at Appendix A.</p> <p>Councillor Jones advised that her husband is in contact with BT Openreach with regards to debris left behind blocking access. Openreach will contact the contractor (Kier) to sort access. Clerk to report to Hampshire Highways.</p> <p>Councillor Heather updated the Council that he was to meet Gemma Clinch, Community Engagement Ranger on Friday 5th August at 9:30. Councillor Howard advised that the Clerk has made some progress with regards to the Lengthsman scheme, communications continuing.</p> <p>Councillor Cole was working with the Pan Parish forum and working with them to create a problem statement. Southern Water were planning to test their emergency measures over the Autumn. With regards to AACLT, work continues to find developer and housing provider.</p> <p>Councillor Wallis thanked Beth Deacon for attending to provide an update.</p> <p>Beth Deacon addressed the meeting on behalf of Abbotts Ann Sportsfield Group and provided an overview of her report which can be found at Appendix A.</p> <p>Councillor Flood provided a brief overview of her report.</p> <p>Councillor Coole provided a brief overview of his report.</p>

220806	<p>To note the current financial situation and the reconciliation of the bank balance. The current financial situation and the reconciliation of the bank balance were NOTED with the bank balance as 1st August 2022 being £50,429.32. The bank reconciliation can be found as APPENDIX B.</p>																																																				
220807	<p>To approve the requests for payments for August. The payments as listed in the table below were APPROVED for payment. Proposed by Councillor Howard, seconded by Councillor Cole. All members voted unanimously to accept this resolution.</p> <p style="text-align: center;">August 2022 Payment Requests</p> <table border="1" data-bbox="240 501 1385 1032"> <thead> <tr> <th>TO</th> <th>FOR</th> <th>INVOICE NO</th> <th>AMOUNT</th> </tr> </thead> <tbody> <tr> <td>Staff</td> <td>Salary – August</td> <td>August</td> <td>£1,038.36</td> </tr> <tr> <td>Staff</td> <td>Salary - July</td> <td>July</td> <td>£17.18</td> </tr> <tr> <td>Staff</td> <td>Staff Expenses</td> <td>July</td> <td>£20.53</td> </tr> <tr> <td>RP Mount</td> <td>Pitch Hire Reimbursement</td> <td></td> <td>£42.00</td> </tr> <tr> <td>Scandor Landscapes</td> <td>Grounds maintenance - July 2022</td> <td>Inv 18679</td> <td>£809.95</td> </tr> <tr> <td>Fete Grant</td> <td>Grant application</td> <td>Grant</td> <td>£179.20</td> </tr> <tr> <td>Victim Support Grant</td> <td>Grant application</td> <td>Grant</td> <td>£50.00</td> </tr> <tr> <td>DM Payroll</td> <td>Payroll - April to September 2022</td> <td>Inv 2262</td> <td>£60.00</td> </tr> <tr> <td>HALC</td> <td>Chairs Networking Event</td> <td>Inv 5360</td> <td>£12.00</td> </tr> <tr> <td>J Cole</td> <td>Return of funds received in error</td> <td></td> <td>£50.00</td> </tr> <tr> <td>Fasthosts</td> <td>gov.uk website 2 year renewal</td> <td>Inv 9145000557</td> <td>£73.20</td> </tr> <tr> <td colspan="3" style="text-align: right;">Total</td> <td>£2,352.42</td> </tr> </tbody> </table>	TO	FOR	INVOICE NO	AMOUNT	Staff	Salary – August	August	£1,038.36	Staff	Salary - July	July	£17.18	Staff	Staff Expenses	July	£20.53	RP Mount	Pitch Hire Reimbursement		£42.00	Scandor Landscapes	Grounds maintenance - July 2022	Inv 18679	£809.95	Fete Grant	Grant application	Grant	£179.20	Victim Support Grant	Grant application	Grant	£50.00	DM Payroll	Payroll - April to September 2022	Inv 2262	£60.00	HALC	Chairs Networking Event	Inv 5360	£12.00	J Cole	Return of funds received in error		£50.00	Fasthosts	gov.uk website 2 year renewal	Inv 9145000557	£73.20	Total			£2,352.42
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220808	<p>To receive an update from the Sportsfield Group. Councillor Howard thanked Beth Deacon for the SFG Grants Applications update and requested that SFG give updates on progress at all AAPC monthly meetings.</p>																																																				
220809	<p>To discuss amendments to the Portfolio list. It was agreed that the Portfolio list would remain the same and be revisited in due course.</p>																																																				
220810	<p>To agree the quote received from Philip Grob Blacksmith for the Burial Ground Fence. It was AGREED to accept the quote from Philip Grob subject to being allowed to obtain a grant. Proposed by Councillor Jordan, second by Councillor Howard. All members voted unanimously to accept this resolution.</p> <p>It was noted that TVBC were prepared to accept grant applications with only one quote, if proof was given that attempts had been made to obtain the required three. It was agreed that the Clerk would seek other quotes and that, subject to a TVBC grant being obtained, the Clerk would accept the quote from Philip Grobb.</p>																																																				
220811	<p>To agree CPRE Membership. It was AGREED to renew CPRE membership. Proposed by Councillor Wallis, seconded by Councillor Jordan. All members voted unanimously to accept this resolution.</p>																																																				

220812	<p>To consider whether a review will be submitted with regards to the 20mph speed limit consultation.</p> <p>It was AGREED that Councillor Jordan would respond on behalf of Abbots Ann Parish Council supporting a 20mph speed limit.</p>
220813	<p>To consider whether a response will be submitted with regards to the draft Local Plan 2040.</p> <p>It was discussed and agreed that Councillor Cole would communicate with Ray Lucas to ask if he would be willing to represent Abbots Ann Parish Council with regards to providing comments for Local Plan 2040.</p>
220814	<p>To review the draft communications strategy and communications media.</p> <p>It was AGREED to accept the communications strategy. Proposed by Councillor Jordan, seconded by Councillor Jones. All members voted unanimously to accept this resolution.</p> <p>It was AGREED to make a concerted effort to contact Parishioners to advise what communications media are currently available to them. Proposed by Councillor Howard, seconded by Councillor Jordan. All members voted unanimously to accept this resolution.</p>
220815	<p>To discuss and agree a process for managing Abbots Ann Parish Council input to the Parish Magazine.</p> <p>It was agreed that there should be an Agenda Item on 'Information needing to be Distributed' at future meetings. So that information to be distributed and, if felt necessary, the media to be used could be Minuted.</p>
220816	<p>To confirm the date of the next meeting as Thursday 1st September 2022.</p> <p>It was agreed that the next meeting would be Thursday 1st September.</p>

APPENDIX A

Reports for Abbotts Ann Parish Council – August 2022

Clerk Report – August 2022

An updated quote has been received from Philip Grob Blacksmiths with regards to the Burial Grounds Fence at £5250 + vat and met with Barry Wareham of Scandor.

Example Communication Strategies were provided to Councillor Howard, who had drafted a strategy for Abbotts Ann Parish Council.

Lengthsman Scheme research is continuing with assistance from the Clerk at Stockbridge Parish Council.

I will be taking annual leave on the 30th & 31st August.

Chairman's Update for 4 August 2022 Meeting

Communication(s)

Item 13 of our 7 July 22 Meeting was - To discuss Councillor Cole's Communications Paper and proposals. It was agreed, however, that as the paper made assumptions as to the role of AAPC which had not been discussed by Council it could not be considered in detail. The meetings attention was drawn to page 52 of NALC Good Councillors Guide which suggests that councillors refer to (if they exist):-

- Your council's statement of community engagement
- **Your council's communication strategy**
- Procedures for emergencies

I suggested that AAPC needed more clarity on the communications available in order to develop a communication strategy before being able to agree a communications plan. It was agreed that the Clerk would look into whether other Parish Councils have such documents for AAPC to refer to. Whilst Councillor Flood kindly agreed to look into whether TVBC had any formal position on the involvement of Parish Councils in civil emergency matters.

It was further agreed once this information was to hand Council would, if it was needed, hold a workshop to decide what their communication strategy should be and how and when the relevant information should be distributed to parishioners.

Thanks to the Clerk's success in her research I have been able to draft a Communication Strategy, with our current Information Transfer/Communications Media at Annex A, for Councillors to use as basis for Agenda Item 14 on 4 Aug 22.

Amenities

The Church Footpaths project has not progressed. The Clerk could not find any prospective contractors and the PCC are being consulted in order to try to find a way forward.

An updated quote for refurbishing the Burial Ground Fence has been received and is the subject of an Agenda Item on 4 Aug.

There is at present no Councillor (or indeed Parishioner) down to assist the Clerk with Play Areas / Skate Park matters. This is a matter for Item 9. at our meeting of 4 Aug.

GWH

Councillor Heather - August 2022 report on footpaths in Abbotts Ann.

I have inspected about 60% of the footpaths to date around the village, and most are all okay at present, thanks to the very dry weather.

I have arranged a meeting (thanks to Maureen Floods help) with a Gemma Clinch Community Engagement Ranger at the Countryside Service at HCC, to discuss funding for equipment and training for footpath maintenance, also Path Warden Training concerning Rights of Way.

Councillor Chris Wallis

1. Please see attached update from Beth Deacon (below).
2. The previously dehydrated oak sapling in the sports field is now thriving, thanks to copious watering by Cllr. Jones (and her husband).
3. The stained, ill-fitting pavilion kitchen floor covering has been replaced (some pre-owned vinyl was acquired by my wife and fitted by me).

Report from Beth Deacon:

PARISH COUNCIL FUNDRAISING PLAN FOR

THE BULBERY COMMUNITY CLUBHOUSE & ENHANCED SPORTS FACILITIES

OVERALL TARGET: £900,000

Abbots Ann Community Land Trust (AACLТ) – Section 106 grant



- Initial grant of £100,000 confirmed, subject to planning permission for CLT community development at Duck Street site.
- We are hopeful that AACLТ will increase this grant to £150,000 as part of the Section 106 agreement with their developer. This will be confirmed once planning permission is granted.

Test Valley Borough Council (TVBC) – CIL Fund



- Grant of £250,000 has been awarded by TVBC from the CIL Fund, subject to match-funding of minimum further £250,000 by December 2023 by Abbots Ann Parish Council.

National Lottery Community Fund (NLСF) – ‘Reaching Communities England’ funding programme

- Having held very productive discussions with the ‘Reaching Communities England’ funding team, we would like to start an application for £400,000 asap.
- First phase feedback will take 12-16 weeks, so could be due by end of November 2022. Funding officer will be allocated to the project at this stage if successful.
- 6-9 month process for grant to be issued once Funding Officer has been allocated so funds would be available in Q2/Q3 of 2023.
- *NB: Securing this grant would deliver in excess of the match-funding required for the TVBC CIL grant to be released before December 2023.*
- The monies from this grant will go towards the development of the new community clubhouse and will help to match fund the £250,000 required to secure the CIL funding.

Friends of the Abbots Ann Sportsfield (FOTAS) – Community Fundraising group raising money to improve sports facilities at Bulbery Sportsfield



- £27,500 raised to date, with on-going fundraising activity planned for 2022 to enable grants to be applied for from monies raised by Abbots Ann Village Fete, Abbots Ann Bonfire & Fireworks and Abbots Ann Open Gardens. Expect to raise this figure to over £30,000 by end of 2022.
- Fundraising will continue through 2023.

Test Valley Borough Council – Community Asset Fund

- This maximum grant of £25,000 to fund up to 50% of the cost of a project to provide new or enhance existing, important community assets and facilities will be applied for to cover some of the costs associated with a new hard court facility at the Bulbery Community Clubhouse (*will provide padel tennis court, netball/basketball court and table tennis facilities*).
- Preliminary discussions with TVBC have indicated that this grant application should be supported. Grant needs to be drawn down within 12 months so this grant won't be applied for until Phase 1 grant funding has been confirmed.
- £25,000 of the money raised by FOTAS detailed above will be used as match-funding against this grant.

Hampshire County Council – Parish & Town Council Investment Fund

- A maximum grant of £30,000 is available to Parish Councils as a grant for schemes which enhance existing or provide new infrastructure and equipment to support a local community.
- Planning permission will be required before this grant application can be made.

Hampshire County Council – Councillor Grants

- Application will be made to Cllr David Drew to help fund architect plans and submission of planning application for the Bulbery Community Clubhouse.
- Available funding & best timings for this application to be discussed with Cllr Drew.

Test Valley Borough Council – Councillor Community Grants

- Applications will be made to Cllr David Coole & Cllr Maureen Flood to help fund architect plans and submission of planning application for the Bulbery Community Clubhouse.

Other local grant funding sources:

Applications will be submitted to multiple other grant funders to make up any shortfall in funding.

Test Valley Borough Councillor Report: Maureen Flood - August 2022

Andover – Lower Guildhall: listed building owned by TVBC

will open in the autumn offering all day refreshments including brunch, light bites and a daytime menu, before transforming into a cocktail bar in the evening with a varied menu of drinks accompanied by dishes from a variety of guest chefs and independent food traders. The Lower Guildhall has been vacant since its previous tenants went into administration and the council has been working to regain vacant possession to enable the new letting so they could bring it back into use.

Summer Events – Andover

There is a comprehensive programme of Summer events encompassing free craft events, picnics and again this summer the August free Four Fun Fridays.

Community Resilience

TVBC set up a Test Valley Community Resilience forum in 2014 with the aim of making local communities more resilient.

Further information can be viewed at:

<https://www.testvalley.gov.uk/aboutyourcouncil/emergencyplanning/community-resilience>.

APPENDIX B

Date: 01/08/2022

Abbotts Ann Parish Council

Page 1

Time: 16:18

**Bank Reconciliation Statement as at 01/08/2022
for Cashbook 1 - Lloyds Treasurers Account**

User: AMANDA

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Lloyds Treasurers Account	01/08/2022		50,429.32
			<u>50,429.32</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			50,429.32
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			50,429.32
		Balance per Cash Book is :-	50,429.32
		Difference is :-	0.00