

**ABBOTTS ANN PARISH COUNCIL**  
**Minutes from the Meeting held on**  
**Thursday 7<sup>th</sup> June 2018 at 19:00**  
**at the War Memorial Hall, Abbots Ann**



Present: Parish Councillors A Hayter (Chairman), C Teasdale, D Wells,  
M Doherty, Mrs S Bleeker, Borough Councillor Mrs M Flood.

Members of the Public: 2

Minutes: Mrs C L Cotterell (Clerk)

Meeting started 1900

AGENDA ITEM		ACTION
<b>1</b>	<b>Apologies for Absence</b> Apologies were received from Borough Cllr Stallard, County Cllr Gibson and Parish Cllrs Haigh and Abram.	<b>NOTED</b>
<b>2</b>	<b>Declarations of Interest</b> None.	<b>NOTED</b>
<b>3</b>	<b>Cllrs to agree the minutes to be an accurate record of the meeting held on 10<sup>th</sup> May 2018</b> Cllr Stallard asked for additional wording to be added to Item 9. The minutes were amended and approved - Proposed Cllr Wells, seconded Cllr Teasdale, all agreed.	
<b>4</b>	<b>Actions/Updates to be reported</b> <u>Actions from meeting held on 10.05.18</u> Item 10 – Employment policies – ongoing due to recent audit work Item 15 – One quotation received for replacing 2 x fence posts and 1 x gate post at WMH - £616.68 – investigating further quotations. Quotation for replacing grass mats under swings and rubbing down benches – on agenda but also requesting further quotes for grass mats. Strimming of grass around benches and fence at The Green approved at £60 (Chairman/Clerk) – Contractor has advised Bulbery benches have already been done by someone else. <u>Updates:</u> <ul style="list-style-type: none"> <li>• VAT reclaim has been submitted.</li> <li>• ICO registration is completed – DD mandate to be signed.</li> <li>• Request received from a Burghclere Down resident asking who to contact to open the bollards to provide 2<sup>nd</sup> vehicular access to BD in the event of an emergency – Request has been forwarded to Borough Cllrs and County Cllr – Cllr Flood has forwarded a response from TVBC Highways engineer - <i>"The emergency link from between Juniper Close and Floral Way is adopted to be maintained by Hampshire County Council. Keys are given to HCC by the developer and copies delivered also to the Emergency Services as part of the adoption process."</i> Cllr Gibson is confirming this with HCC – awaiting confirmation.</li> <li>• Drains at WMH – exploratory pipeclean approved at £250.00 (Chairman/Clerk) with possible quote to follow if problem not solved. 2 other quotations requested and one verbal quote received (£4500 – £5000) for full replacement of both drains and soakaways, and recommendation to reroute the downpipes from the large roof of neighbouring property as they currently discharge over car park. Report has been received following the clean advising enlargement required to the gully of one drain. A quote has been requested for the alteration.</li> <li>• Following the FOI request and the information received from Southern Water and the Environment Agency, Cllr Hayter has sent letters to both Agencies asking if Southern Water should notify the Environment Agency each time there is a sewerage overflow and for an explanation of the discrepancy of the information received.</li> </ul>	<b>Ag Item</b>
<b>5</b>	<b>Public Participation</b> – <i>This item will be limited to 15 minutes, unless directed otherwise by the Chairman.</i> None.	
<b>6</b>	<b>Borough and County Councillors Reports</b> Cllr Flood reported: <ul style="list-style-type: none"> <li>• Salisbury Road walkway improvements are being carried out between the Garden Centre and the Western Road junction which started on 4<sup>th</sup> June.</li> <li>• TVBC are offering apprenticeships 6 – 2 x groundworks, 2 x customer services, 2 x business admin.</li> <li>• Drains at Farm Road to be emptied by HCC.</li> <li>• The hedge at WMH which was overhanging the pavement has been cut back by contractor at last visit at the request of a resident.</li> </ul>	

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	<ul style="list-style-type: none"> <li>The new manager at Poplar Farm Inn has arranged for his contractor to cut back the hedge/verge by the pub and cleaned the sign. Cllr Flood has thanked him.</li> </ul> <p>Cllr Flood was thanked for her recent involvement in getting the drains cleared in Duck Street.</p> <p>Cllr Flood left the meeting at 19.26</p>	
<b>7</b>	<p><b>Planning and Tree Work applications – Cllrs to propose responses to be submitted to TVBC relating to the following applications: Proposed Cllr Doherty, seconded Cllr Teasdale.</b></p> <ul style="list-style-type: none"> <li>a) 18/01127/FULLN - Front Porch, single storey rear extension to provide extended bedroom, en-suite, extended sitting room and dining room – Duckwood, 10 Farm Road, Little Park – <b>No Objection, all agreed.</b></li> <li>b) 18/01103/FULLN &amp; 18/01104/LBWN - Erection of two planters with stone capping and boundary fence - 43-44 Faircroft, Monxton Road, Abbots Ann – <b>No objection, all agreed.</b></li> <li>c) 18/01272/TPON – Fell 2 Ash – Dingwall, Little Ann Road, Little Ann – <b>No objection, all agreed.</b></li> <li>d) 18/01274/TREEN – Fell 1 Ash – Dingwall, Little Ann Road, Little Ann – <b>No objection, all agreed.</b></li> <li>e) 18/01240/LBWN – Renovation of current metal casement &amp; leaded light windows – 23 Duck Street, Abbots Ann – <b>No objection, all agreed.</b></li> <li>f) 18/01241/LBWN – Proposed enlargement of archway between kitchen &amp; dining area – 23 Duck Street, Abbots Ann – <b>No objection, all agreed.</b></li> </ul>	
<b>8</b>	<p><b>Community Governance Review 2<sup>nd</sup> Consultation</b> (details circulated)</p> <p>Discussion was held on the draft recommendations for boundary changes by TVBC.</p> <p>Cllrs agreed to submit a response to the Consultation expressing their concern that Abbots Ann Parish resident views have not been taken into consideration in the draft recommendations – Action: Cllr Hayter to submit a response to the consultation.</p> <p>Area D (Part of Andover Business Park and Army DLO) should be transferred to Abbots Ann Parish.</p> <ul style="list-style-type: none"> <li>Inconsistent reasoning. The reason given in FCR7 that the A303 provides a physical barrier between Burghclere Down and Abbots Ann but is then dismissed in FCR8 for the same barrier between Area D and Andover Town Council.</li> <li>Inconsistent application. That Area D belongs in Andover Town due to it consisting of a business park, however the same reasoning has not been given for the portions that remain in Monxton and Penton Mewsey.</li> </ul> <p>Area C should be retained within Abbots Ann Parish.</p> <ul style="list-style-type: none"> <li>To move Area C to Andover Town would be counter to residents wishes.</li> <li>Burghclere Down residents would be better represented as a large part of Abbots Ann Parish as opposed to tiny area of the Town Council.</li> <li>Representation would move from 150 electors to 1 councillor to 2,000 electors. For Andover Town Council to have a proportionate number of councillors would require it to have over 200 councillors.</li> </ul>	<b>Cllr Hayter</b>
<b>9</b>	<p><b>Correspondence</b></p> <p>Restoring services to garden of 24 Duck Street.</p> <p>A resident provided notification of some proposed works to his garden which may include digging up some of the public footpath, which runs from Duck Street to Manor Close. It was noted that the current condition of this path at the Duck Street end has been reported to HCC by the PC but as yet no response has been received. The resident confirmed he will be submitting a planning application soon.</p>	
<b>10</b>	<p><b>Internal Auditor Report</b></p> <ul style="list-style-type: none"> <li>a) Cllrs to receive the Internal Auditor’s Report and agree any actions required. <ul style="list-style-type: none"> <li>1. Powers for Payments - Agreed to change grant application form to request information about an applicant’s corporate entity e.g. a charity/limited company/informal group/other.</li> <li>2. Reserves – Cllrs to review projects required including: sportsfield, churchyard, noticeboards, other village organisations and Burghclere Down.</li> <li>3. Fixed Asset Register – reviewed under 10b.</li> <li>4. Wages payments cost to be minuted – noted.</li> <li>5. Bank reconciliation to be minuted – noted.</li> <li>6. VAT reclaim – the VAT Reclaim for 2017/18 was sent off in May.</li> </ul> </li> </ul>	<b>Clerk</b>  <b>Cllrs/Ag Item</b>  <b>Noted</b> <b>Noted</b> <b>Noted</b>

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	<p>7. Members interests forms to include home address – noted to be completed.</p> <p>8. Wages – Clerk’s hours/pay/pension to be minuted each year – noted to be completed next time.</p> <p>9. Contracts – Full year cost to be minuted – noted to be completed next time.</p> <p>10. Website – PC to have its own website under control of Clerk/Members – Action: Clerk to investigate website and Cllr Hayter to investigate domain name.</p> <p>b) Cllrs to review the updated Asset Register – Resolved to remove 65 chairs as they are not owned by PC and the item of Outside Furniture - Proposed Cllr Bleeker, seconded Cllr Doherty, all agreed.</p> <p>Cllr Hayter to confirm ownership of Village Hall with Chairman of WMH Committee</p>	<p><b>Noted</b></p> <p><b>Noted Noted Clerk/Cllr Hayter</b></p> <p><b>Cllr Hayter</b></p>																								
<b>11</b>	<p><b>Annual Governance and Accountability Return</b></p> <p>a) Cllrs to approve the Annual Governance Statement for 2017/18 – Cllrs reviewed all questions on the Annual Governance Statement and it was approved and signed by Chairman and Clerk – Proposed Cllr Bleeker, seconded Cllr Wells, all agreed.</p> <p>b) Cllrs to approve the Accounting Statements for 2017/18 – Cllrs approved the Accounting Statements for 2017/18 and it was signed by Chairman and RFO – Proposed Cllr Bleeker, seconded Cllr Wells, all agreed.</p>																									
<b>12</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 2018 – Proposed Cllr Bleeker, seconded Cllr Doherty, all agreed.</p> <p>b) Cllrs to approve the following payments to be made – Proposed Cllr Teasdale, seconded Cllr Bleeker, all agreed.</p> <table border="0"> <thead> <tr> <th><u>Payee</u></th> <th><u>Amount</u></th> <th><u>Payee</u></th> <th><u>Amount</u></th> </tr> </thead> <tbody> <tr> <td>Clerk Salary – June</td> <td>£830.11</td> <td>Clerk/office expenses – May</td> <td>£70.26</td> </tr> <tr> <td>Do the Numbers – Internal Audit</td> <td>£240.00</td> <td>HCC – Lease The Green</td> <td>£1.00</td> </tr> <tr> <td>B Sims – Grass cutting fuel</td> <td>£86.70</td> <td>AA Village Shop – P Assembly</td> <td>£55.44</td> </tr> <tr> <td>CPRE Subscription</td> <td>£36.00</td> <td>R Shearer – WMH Drains</td> <td>£250.00</td> </tr> <tr> <td>Pension Contributions</td> <td>£23.90</td> <td></td> <td></td> </tr> </tbody> </table> <p><u>Closing bank balance as at 31<sup>st</sup> May 2018 - £52,579.67</u></p>	<u>Payee</u>	<u>Amount</u>	<u>Payee</u>	<u>Amount</u>	Clerk Salary – June	£830.11	Clerk/office expenses – May	£70.26	Do the Numbers – Internal Audit	£240.00	HCC – Lease The Green	£1.00	B Sims – Grass cutting fuel	£86.70	AA Village Shop – P Assembly	£55.44	CPRE Subscription	£36.00	R Shearer – WMH Drains	£250.00	Pension Contributions	£23.90			
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<b>13</b>	<p><b>Play Areas</b></p> <p>a) Review quotation for replacing grass matting (both locations)</p> <p>b) Review quotation for refurbishment of benches (both locations)</p> <p>Both items deferred for further quotations</p>	<b>Deferred</b>																								
<b>14</b>	<b>Next Meeting - Thursday 5<sup>th</sup> July 2018 - 7pm at Burghclere Down Community Centre</b>																									

**Meeting closed at 20.34**

**These minutes were approved and signed by the Chairman at the meeting held on 5<sup>th</sup> July 2018**