

THE PARISH COUNCIL OF ABBOTTS ANN

MINUTES

OF THE EXTRAORDINARY MEETING OF THE PARISH COUNCIL
HELD ON WEDNESDAY 17th DECEMBER 2014
IN THE ABBOTTS ANN WAR MEMORIAL HALL

Present:

Members of the Abbots Ann Parish Council:

Cllr B. Griffiths	Chairman	BG
Cllr G. Whyte	Vice-Chairman	GW
Cllr S. Oram		SO
Cllr D. Paffett		DP
Cllr B. Sims		BS
Cllr P. Wilkins		PW
Mrs R. Griffiths	Treasurer	
Lt Col (Retd) A. Peters	Parish Clerk	

Notes:

1. This Extraordinary meeting was convened to follow directly from the 04 Dec 2014 meeting of the Parish Council so as to complete the business outstanding from that meeting.
2. ITEM numbering, where possible, corresponds with those for the 04 Dec 2014 meeting.
3. Minute numbering and Page numbering follow sequentially from the 04 Dec 2014 meeting.
4. Motions presented by Councillors for discussion at this meeting are listed under ITEM 11 - Any Other Business.
5. The discussions of this Meeting were recorded in accordance with Amendment to s.1 of the 1960 Public Bodies (Admission to Meetings) Act by The Openness of Local Government Bodies Regulations 2014.

14/138 ITEM 1.1 Apologies

- a. Apologies were received from Cllr Bone. Correspondence from Cllr Bone is minuted under ITEM 11 - Any Other Business.

14/139 ITEM 9 Correspondence and External Meetings

- a. Due to the time constraints on this Meeting, all matters under this ITEM were Carried Forward to the January 2015 meeting of the Council **ACTION: Clerk**

14/140 ITEM 10 Finance & Contractual Matters

- a. **Actions Brought Forward:**
 - i. **Min 14/126 v. Budget FY 2015/16.** Councillors are to provide input to the budget by 20 Nov 2014. **Closed.**
 - ii. **Min 12/126 vi. & Min 14/113 c.iv. (b) Budget FY 2015/16.** Treasurer is to provide a second iteration of the Budget (Draft) for review at the next (December) meeting of the Council. **Closed**

- iii. **Min 12/126 x. Burial Ground Fees.** The Clerk requested the Treasurer to advise on updating the Burial Ground fees; these had not been updated since 2009.
- iv. The Treasurer has requested information from other Parish Councils which have similar responsibilities.
- v. Upon receipt of this information the Treasurer will compare the fees charged and recommend to the Council an appropriate increase to cover the forthcoming 5 years.
- vi. An interim report is given in Attachment 1 Para 4. This matter is Carried Forward to the next meeting of the Council.

ACTION: Treasurer

b. Report:

- i. A copy of the Treasurer's Report was distributed to all Councillors at the Meeting.
 - (a) The main issues from the Treasurer's Report are summarised:
 - (i) **VAT.** The claim for VAT refund has been settled (£1,144.49)
 - (ii) **Village Shop.** The Council's contribution to the Village Shop "brown" sign has been certified by the Auditor as acceptable (£362.00).
 - (iii) **Audit.** In preparation for the end of FY audit The Treasurer and the Clerk will discuss the requirements with the Auditor.
 - (iv) **Burial Ground Charges.** The review of charges for the Burial Ground is on-going. The Clerk will consolidate the data received from other Parishes and bring this to committee for discussion. **ACTION: Clerk**
 - (v) **Play Area.** The supplier for the matting, Fawns, raised an erroneous invoice that would have been in the Council's favour. The Treasurer is to contact Fawns for a revised invoice showing their corrected price. **ACTION: Treasurer**
 - (vi) **Accounts.** The layout of the accounts has been improved to enable better transparency of the Monthly expenditure/income against the allocated budget
 - (vii) **Travel Allowances.** Mileage claims for travel on Council business have not corresponded with the HMRC approved mileage rates (52ppm or more, compared with HMRC rate of 45ppm) as used by other Parish Councils. This matter is to be Carried Forward for discussion at the Next Meeting of the Council. **ACTION: Treasurer**
 - (viii) **Sports Field Account.** The accounts are to be presented for discussion at the next meeting of the Council. **ACTION: Treasurer**
 - (ix) **Future Expenditure.** The following provision is recommended by the Treasurer:
 - (aa) **Cost of May 2015 Elections.** Advice from TVBC is that the Precept demand costs related to the May 2015 elections should be set at £3 per elector (i.e. £ 6,078) . The Treasurer has proposed that the figure the Council might wish to set could be lower at £4,500.
 - (ab) **Maintenance of Churchyard.** £5000 for the future Maintenance plan being developed by the Clerk and the Church Warden.
 - (ac) **Abbotts Ann Village Green.** £2,500 for fencing, gates and grounds maintenance, etc..
 - (ad) **AAWMH Drains.** £800 for maintenance.

- (ae) **Storage Facilities.** £2000 for the purchase and delivery of an additional container to store grounds maintenance machinery.
- (af) **Councillor Training.** £500.
- (x) **Precept & Bank Reserves.** The expenditure by the Council this year could be approximately £50,000; the recommended three month's bank reserves at this level of expenditure would be just over £12,000; currently the Council's reserves could be £8000. The options are to make a compensatory increase in the annual Precept for £5000 (i.e. £2.50 per elector) to £27,000 or to keep the Precept as it is at £22,000 and constrain expenditure for this year.
- (xi) After discussion it was recommended by the Clerk that the Precept for FY 2015/2016 should be set at £27,000 bearing in mind the current reserves held by the Council. **ACTION: Treasurer**
- (xii) The Following Motion was tabled:

THAT the Precept for FY 2015/16 be raised by £5000 to £27000 to cover the increase in expenditure for the increase in the maintenance responsibilities for the Churchyard

Pro: RW Sec: GW

Voting: All In Favour

- (xiii) **Assets.** A physical audit of the Council's Assets is to be conducted to locate the items and to establish a realistic value for insurance purposes. The accounts only go back to Apr 2012 so this shall be the basis for the audit. **ACTION : Clerk**
- (xiv) **RFO Tenure of Office.** The original basis for the RFO's tenure of office was to separate the roles of Clerk and RFO so that the RFO could establish the accounts to a standard that could be handed over to the new Clerk. The accounts are now to that standard.
- (xv) The Council wished to record that Mrs Griffiths was doing a meticulous job as RFO. **ACTION: Chairman**
- (xvi) The following Motion was Tabled:

THAT Mrs R Griffiths remains as the RFO until further notice, reverting to Contract

Pro: PW Sec DP

Vote: All in Favour

c. Receipts, Payments and Authorisation of Invoices

i. Receipts: The following Receipts have been recorded:

<u>Rcpt</u>	<u>Paying Authority</u>	<u>Details</u>	<u>Amount</u>
			(£)
Direct	Bank of Ireland	Interest	2.73
320	Maddocks	Mr R Austin- Ashes	35.00
321	Maddocks	Mr F Pike - Burial (Reserved Plot)	165.00
322	Cullens	Mr Abrahams - Headstone	115.00
Direct	TVBC	Grant - Hall Lighting	500.00
Direct	HMRC	VAT Refund	<u>1,144.49</u>
			1,962.22

ii. **Payments:** The following authorised payments have been made since the last meeting:

<u>Chq</u>	<u>Payee</u>	<u>Details</u>	<u>Minute</u>	<u>Amount</u>
				(£)
869	Mr A Hayter	Stage Lights AAWMH	14/100.b.iv.	2000.00
870	Mr A Peters	Salary	Contract	526.58
871	Mrs R Griffiths	Salary	Contract	280.00
872	Mr A Rose	Play Area Benches	14/100.b.i.	360.00
873	Mrs K Bott	Mowing Wild Flower Meadow	Contract	140.00
874	Enham	Churchyard & BG 20/10/14	Contract	88.01
875	Enham	Churchyard & BG 29/09/14	Contract	77.00
876	Enham	Churchyard & BG 17&27/08/14	Contract	165.00
877	HCC	Lighting PFI Contract (Adj)	Contract	16.77
878	Mr Keith Saunders	Website Annual Costs	14/112.o.ii.	300.00
879	AA Village Shop	Signs	14/100.b.ii	362.00
880	HCC	Lighting PFI Contract	Contract	<u>163.93</u>
				4,479.29

iii. **Invoices:** The following invoices/payments were authorised by the Council:**Pro:** GW **Sec:** DP**Vote:** All In Favour

<u>Chq</u>	<u>Payee</u>	<u>Details</u>	<u>Period</u>	<u>Amount</u>
				(£)
880	HCC	Street Lighting		163.93
881	HCC	Rent for The Green		1.00
882	LAF Stokes	Binding Minutes		30.00
883	LAF Stokes	Salary -Reissue Chq & Cncl # 835	Jul 14	448.00
884	Dyno-Rod	Emergency Drain Clearance AAWMH		828.00
885	Dyno-Rod	Emergency Drain Clearance AAWMH		216.00
886	Enham	Churchyard & BG	Dec 14	88.01
(887)	A Peters	Stationery- Cancelled		231.67)
888	A Peters	Salary November plus NI Adjustment		714.60

889	R Griffiths	Salary November	280.00
890	A Peters	Telephone Line installation	151.00
891	Fawns Rec	Play Area - Matting	576.00
892	BR Griffiths	Play Area - Mileage for collection of Matting	63.00
893	D Malley	Payroll Clerk - 2 nd Half Yearly Payment	27.50
894	A Peters	Admin Expenses re-stated . canx #887	54.80
895	Viking	Office Supplies re-stated. canx #887	<u>176.87</u>
			3819.20

iv. Expenditure Liabilities and Expected Income: The following non-routine payment liabilities and expected income for the next month were notified to the Council:

(a) **Actions Brought Forward:**

(i) **Min 14/100b.i CAN.** Children's Play Area: Estimate the further funding needed to complete the original project. The estimate for the additional costs to bring the Play Area up to the necessary safety standards, as recognised by RoSPA and the Council's Insurance underwriters is detailed in the Clerk's Report at Attachment 1 to the Minutes of the 04 Dec2014 meeting of the Council. This matter is Carried Forward to the next Meeting of the Council.

ACTION: Clerk

Clerk's After Note: This approximates to just under £2500 of which £1098 has already been spent or committed. This exceeds the TVBC funding budget (Sect 106) by £2281.50 which will be a cost to the Parish.

(ii) **Min 14/100b.iv CAN.** AAWMH Stage Lighting: The details of the supplementary payment of £321.00 is awaited from AAWMH Committee. This matter is Carried Forward to the next meeting of the Council

ACTION: AAWMH Committee & Treasurer

14/141 ITEM 11 Any Other Business / Public Participation

a. Resignation from the Council - Councillor Rebecca Bone. Cllr Bone tendered her resignation from the Council by email on the 11 Dec 2014. The following Motion was Tabled:

THAT The Parish Council wishes to thank Cllr Bone for all the good work she has done as a member of the Council. It is with regret that the Council accepts her resignation and the Council wishes her well.

Pro: PW Sec: GW

Vote: All in Favour

b. Statement To The Council – Attitude of the Clerk towards Councillors.

- i. This subject was not scheduled within the notified Agenda for this Meeting and the statement from Cllr Oram was interjected without prior Notice and without the authorisation of the Chairman to suspend SOs.
- ii. As a follow-on from the statements made by the Clerk at the previous meeting of the Council under ITEM 8 e. Parish Councillor Recruitment. Min 14/136 Para c.ii.(b) Cllr Oram attempted to table a Motion about the Clerk's alleged attitude towards Councillors under the designation of a Point of Order.
- iii. Cllr Oram rallied Councillors to vote on this Point of Order. This was Proposed by Cllr Whyte and Seconded by Cllr Wilkins. The vote from the floor was unanimous.
- iv. The Clerk received the written statement from Cllr Oram under the category of a Motion Moved On Notice [SOs Part 1 Para 19] as agreed by the Chairman, rather than a Point of Order which, by the SOs Rules of Debate, carried no entitlement for a vote from Councillors. As this Motion did not carry the mandatory 10 days' notice it was invalid and should not have been tabled for discussion at this Meeting. The vote taken on this Motion was premature and therefore also invalid. The Chairman agreed to carry forward this Motion to a future meeting and would seek procedural confirmation from the Hampshire Association of Local Councils.

Clerk's After Note: Advice from the Hampshire Association of Local Councils was that to debate this statement as a Motion On Notice in public was incorrect and that it should be considered, if wished, under the Council's Complaints Procedure as detailed within the Council's Standing Orders. The Motion on Notice was therefore rejected.

c. Minutes of the Meeting of the 6 November 2014.

- i. Immediately this ITEM was opened, Cllr Whyte declared that he had been advised from the Hampshire Association of Local Councils that Any Other Business (AOB) was not a recognised ITEM for a public meeting. As such, to include the approval of the Minutes under this AOB category was erroneous and any Resolutions on Motions tabled would also not be recognised. The Clerk stated that this was not his understanding and that the SOs Para 16m. made provision for this; and the previous Minutes of the Parish Council Meetings, accepted by the Council, had included this ITEM in the Agendas. The Clerk suggested that Cllr Whyte might wish to provide the Council with the Authority's statement on this and then formally submit this to the Clerk as a **Resolution Moved on Notice** (SO Part 1 Para 19) for a later meeting. **ACTION: Cllr Whyte**
- ii. The original Action to approve and sign the Minutes of the 6th November 2014 Meeting at the Meeting of 4th December 2014 was not completed at that meeting as Councillors felt that they had been unable to read the Minutes prior to that meeting (the distribution of the Final copy of the Minutes only allowed Councillors 2 clear days to review those Minutes, as opposed to the statutory minimum of 3 clear days as specified in SOs) .
- iii. The Action to approve and sign the Minutes of the meeting of 6th November 2014 was therefore Carried Forward to this Extraordinary Meeting (17 Dec 2014) to give Councillors even more time to read and fully digest the contents of those Minutes. To make those Minutes simpler to read (as requested by Councillors) the Clerk revised the structure and reissued the 6th November 2014 Minutes on 09 Dec 2014.
- iv. During the 8 clear days prior to this Extraordinary Meeting the Clerk accepted amendments from some of the Councillors; these amendments were then passed to the Chairman for

approval and incorporation in preparation for the Extraordinary Meeting (17 Dec 2014). A copy of these amendments was circulated to all Councillors 2 days prior to this Extraordinary Meeting so as to demonstrate that the amendments requested by Councillors had been incorporated and, hopefully in an effort to speed the process of agreement and signature at the Extraordinary Meeting.

- v. The Councillors again challenged the Clerk for not giving them sufficient time to read and digest the Minutes, even though the Clerk pointed out that they had 8 clear days to do so, and during those 8 days he had received amendments from Cllr Bone (email), Cllr Paffett (email), Cllr Sims (telephone) Mrs Griffiths (email) and the Chairman (email).

Clerk's After Note: In accordance with SO's if the Minutes are distributed so as to allow 3 clear days prior to their review in Committee (SOs Part 1 Para 16a) , then the Minutes are to be considered as "read". Amendments to the Minutes may be raised at the meeting and entered into the document in manuscript by the Chairman (SOs Part 1 Para 30).

- vi. The Chairman considered that, despite the ruling of SO Part 1 Para 16a, he wished the following Motion to be Tabled:

THAT unless the Chairman was satisfied that each of the Members has had time to fully understand the contents of the Minutes and the supporting Attachments to be a true reflection of the Meeting as circulated in accordance with Standing Orders, then he cannot, in all honesty, sign the Minutes

**Pro: BS Sec: PW
Vote: All in Favour**

- vii. The signing of the Minutes of the Meeting of 6th November 2014 was again deferred to a subsequent Meeting of the Council. **ACTION: Clerk**

Signed...[The original document was signed by Councillor B.R. Griffiths].....

Date.....[5th March 2015].....

List of Attachments

Attachment 1

Treasurer's Report - November 2014