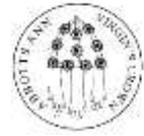


ABBOTTS ANN PARISH COUNCIL
Minutes from the Annual Meeting held on
Thursday 10th May 2018 at 19:00
at the War Memorial Hall, Abbots Ann



Present: Parish Councillors A Hayter (Chairman), T Abram (Vice Chairman),
 C Teasdale, D Wells, M Doherty, Mrs S Bleeker, Mrs L Haigh,
 Borough Councillor G Stallard.

Members of the Public: 2

Minutes: Mrs C L Cotterell (Clerk)

Meeting started 1900

AGENDA ITEM		ACTION
1	Election of Chairman Cllr Hayter was proposed by Cllr Haigh and seconded by Cllr Abram, all agreed. Cllr Hayter was elected as Chairman.	
2	Election of Vice Chairman Cllr Abram was proposed by Cllr Haigh and seconded by Cllr Bleeker, all agreed. Cllr Abram was elected as Vice Chairman.	
3	Apologies for Absence Apologies were received from Borough Cllr Flood and County Councillor Gibson.	NOTED
4	Declarations of Interest a) Cllrs to confirm any amendments to their Declaration of Interests form – All Cllrs confirmed they did not need to amend their forms. b) Cllrs to declare any interest relating to items on this agenda – None.	NOTED
5	Cllrs to agree the minutes to be an accurate record of the meeting held on 12th April 2018 Proposed Cllr Bleeker, seconded Cllr Teasdale, all agreed.	
6	Actions/Updates to be reported <u>Actions from meeting held on 12.04.18</u> Item 4 – Lengthsman scheme – ongoing no update as yet. Item 11 – FOI requests sent by email to both Southern Water and Environment Agency. Responses now received and circulated – Action: Cllr Hayter to write to both Environment Agency and Southern Water to ask them to explain why every occasion of overflow hasn't been reported. Item 8 – Vitaplay have agreed to a 3 year contract, for quarterly play area inspections and cleaning, at same cost – Contract has been signed and sent. Item 12 – Parish Assembly – date agreed 18 th May in WMH – Notices have been posted. Cllr Bleeker confirmed she was unable to attend. Cllr Abram organising the refreshments. Format to be 7pm to approx. 7.45pm - informal drinks, nibbles and opportunity to view village organisation/PC information followed by moving outside for official opening of the telephone box (Cllr Haigh to ask local resident to cut ribbon). Approx 8pm – performance of handbell ringers followed by Q&A with Parish Councillors. Suggested photos of phone box opening could be sent to Andover Advertiser. <u>Updates:</u> <ul style="list-style-type: none"> • Overflowing dog bin at The Green was reported to TVBC and emptied as had been previously missed – there appears some confusion as to whether collections are weekly or fortnightly – Current costs are based on fortnightly - TVBC are looking into this but agree there will be no increase in the quoted costs without prior notice given to the Parish Council. • Email received from Nursery school about condition of fence between car park and sheds and metal pole on front gates is unsteady. The quarterly report for play areas to follow on this agenda and this contains comments about the condition of the fence. • Chairman and Clerk agreed the payment to HMRC 4th Quarter of £89.97 between meetings. • Drains in Duck Street – Cllr Flood has sent an update to confirm the cleaning of the surface water drains will be completed during the week commencing 14th May. Cllr Stallard reported that cones will be placed on Tuesday 15th and work completed on Wednesday 16th May. • Drain in WMH car park – Clerk has arranged for contractor to visit to quote to clear drains. 	Cllr Hayter

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7	<p>Public Participation – <i>This item will be limited to 15 minutes, unless directed otherwise by the Chairman.</i></p> <p>A resident spoke regarding the proposed development at Manor Farm after attending the recent meeting held at Monxton. A discussion was held and was confirmed that the proposal was against the local plan and any application would need to convince the planning committee to go against local plan. Application has not yet been registered and AAPC does not engage in pre-planning consultation.</p> <p>The resident also confirmed he has reported the foul water flooding to Southern Water and is in contact with them. He will update the PC with any progress made with Southern Water.</p>	
8	<p>Planning and Tree Work applications – Cllrs to propose responses to be submitted to TVBC relating to the following applications: Proposed Cllr Abram, seconded Cllr Teasdale.</p> <p>a) 18/00872/FULLN - Construction of detached single garage, alteration to existing access and addition of cladding to the rear elevation of the bungalow including recently added extension – Woodfalls, Cattle Lane, Abbots Ann – No Objection - all agreed.</p> <p>b) 18/01081/LBWN - Removal of painted render to East, North and West Elevations, substrate repairs, apply lime render and mineral paint finish, repairs and decoration to windows and doors - Black Swan House, Duck Street, Abbots Ann – No Objection - all agreed.</p>	
9	<p>Borough and County Councillors Reports</p> <p>Cllr Stallard reported:</p> <ul style="list-style-type: none"> • Annual TVBC Council meeting held 9th May – Cllr Ian Carr elected as new Mayor and the Leader’s speech was circulated. • Goodmans Appeal – Public Inquiry is being held and Cllr Stallard attended. • 4 Consultations: <ul style="list-style-type: none"> - New local plan – Issues and options consultation from 6th July for 10 weeks - Community Governance Review 2nd Consultation - on the draft recommendations for the Parish Boundary changes – 4th May – 6th July. - Consultations on body worn cameras. - TVBC Corporate Plan - consultation by clipboard at village fetes, on social media and face to face interviews. <p>A discussion was held around the Parish Boundaries consultation – agreed to consider response at June meeting.</p> <p>Question - Will there be a change to public parking in Andover and include pay on exit using cameras? Cllr Stallard confirmed there were no immediate planned changes to the way car parking charges were collected, however, the car park collection systems continued to be regularly reviewed by TVBC Cabinet. <i>(amended and approved 07.06.2018)</i></p> <p>Cllr Stallard left the meeting at 19.52.</p>	Ag Item
10	<p>Cllrs to review, revise and adopt the following documents and policies of the Parish Council:</p> <p>a) Standing Orders were reviewed and adopted with amendments – Proposed Cllr Abram, seconded Cllr Bleeker, all agreed.</p> <p>b) Financial Regulations and Internal Control Procedures were reviewed and adopted with no amendments – Proposed Cllr Bleeker, seconded Cllr Wells, all agreed.</p> <p>c) General Data Protection Regulation Policies and Privacy Notices – Draft Policies and Privacy Notices were reviewed and adopted – Proposed Cllr Bleeker, seconded Cllr Wells, all agreed.</p> <p>d) Appointment of Data Protection Officer – Not clear yet whether Parish Councils need to appoint a DPO. Cllrs agreed Cllr Doherty as point of contact for Regulator.</p> <p>e) Employment Policies – Cllrs agreed that the existing employment policies are in need of review – agreed to review drafts and adopt at a future meeting.</p>	
11	<p>Committees and Members:</p> <p>a) Cllrs to agree Burial Committee members and approve any amendments to the Terms of Reference. Agreed Cllrs Hayter, Bleeker and Wells to be members and amendments to the Terms of Reference were approved – Proposed Cllr Haigh, seconded Cllr Abram, all agreed.</p>	

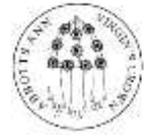
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	b) Cllrs to agree Sportsfield Management Committee members and approve any amendments to the Terms of Reference. Agreed Cllrs Abram, Wells and Teasdale to be members. There were no amendments to the Terms of Reference – Proposed Cllr Bleeker, seconded Cllr Haigh, all agreed.																					
12	S137 Expenditure and General Power of Competence Cllrs to review expenditure under s137 of LGA 1972 and consider whether to invoke the General Power of Competence – Expenditure for s137 during 2017/18 was £2,536.34. Cllrs agreed to invoke the General Power of Competence as the Parish Council now meets the criteria having all elected Cllrs and a qualified Clerk. Proposed Cllr Bleeker, seconded Cllr Abram, all agreed.																					
13	Cllrs to propose a schedule of meetings for 2018/19 (details circulated) Agreed the schedule of dates for the next year. Proposed Cllr Doherty, seconded Cllr Wells, all agreed. (Dates attached as Appendix to these minutes.)																					
14	Sportsfield Management Advisory Committee Cllrs to review and approve the Rate Card for Bookings. Cllrs reviewed and approved the Rate Card – Proposed Cllr Bleeker, seconded Cllr Abram, all agreed.																					
15	Play Area Quarterly Inspection Reports Cllrs to review the Quarterly Inspection reports and approve any necessary repairs/improvements. Cllrs reviewed the reports and agreed to obtain quotes for lifting/relaying grass mats and rubbing down benches at both locations. Also agreed to obtain quote for fixing or replacement of fence posts and strimming grass around benches and wildflower meadow fence.																					
16	Finance: a) Cllrs to approve the Financial Statement for 1 st to 30 th April 2018 – Proposed Cllr Teasdale, seconded Cllr Abram, all agreed. b) Cllrs to approve annual registration with ICO and approve the setting up of a direct debit for payment of fee - £35.00 – Cllr Haigh, seconded Cllr Abram, all agreed. c) Cllrs to approve the following payments to be made – Proposed Cllr Doherty, seconded Cllr Abram, all agreed. <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>Countrywide Grds Main – April</td> <td style="text-align: right;">£934.00</td> <td>Clerk Salary</td> <td style="text-align: right;">£-</td> </tr> <tr> <td>Vita Play Quarterly Invoice</td> <td style="text-align: right;">£235.20</td> <td>Pension Contributions</td> <td style="text-align: right;">£-</td> </tr> <tr> <td>Clerk/Office expenses – April</td> <td style="text-align: right;">£52.30</td> <td>HMRC Q4 payment</td> <td style="text-align: right;">£89.97</td> </tr> <tr> <td>AA Village Shop SF Cleaning</td> <td style="text-align: right;">£50.12</td> <td></td> <td></td> </tr> </tbody> </table>	<u>Payee</u>	<u>Amount</u>	<u>Payee</u>	<u>Amount</u>	Countrywide Grds Main – April	£934.00	Clerk Salary	£-	Vita Play Quarterly Invoice	£235.20	Pension Contributions	£-	Clerk/Office expenses – April	£52.30	HMRC Q4 payment	£89.97	AA Village Shop SF Cleaning	£50.12			
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17	Next Meetings: – Annual Parish Assembly – 18th May 2018 at 7pm - War Memorial Hall, Abbots Ann. Parish Council Meeting – 7th June 2018 at 7pm – War Memorial Hall, Abbots Ann																					

Meeting closed at 20.53

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Appendix

Abbots Ann Parish Council Meetings 2018 - 2019

Date	Event & actions	Location
7 th June 2018	Parish Council Meeting	Abbots Ann War Memorial Hall
5 th July 2018	Parish Council Meeting	Burghclere Down Community Centre
6 th September 2018	Parish Council Meeting	Abbots Ann War Memorial Hall
4 th October 2018	Parish Council Meeting	Abbots Ann War Memorial Hall
1 st November 2018	Parish Council Meeting <ul style="list-style-type: none"> • Budget discussion 	Burghclere Down Community Centre
6 th December 2018	Parish Council Meeting	Abbots Ann War Memorial Hall
10 th January 2019	Parish Council Meeting	Abbots Ann War Memorial Hall
7 th February 2019	Parish Council Meeting	Abbots Ann War Memorial Hall
7 th March 2019	Parish Council Meeting	Burghclere Down Community Centre
15 th March 2019	Annual Parish Assembly	Abbots Ann War Memorial Hall
4 th April 2019	Parish Council Meeting <ul style="list-style-type: none"> • essential agenda only 	Abbots Ann War Memorial Hall
May 2019	Parish Elections	
16 th May 2019	Parish Council (Annual Meeting) <ul style="list-style-type: none"> • Must be held within 14 days of an election • New Council sworn in 	Abbots Ann War Memorial Hall
6 th June 2019	Parish Council Meeting	Abbots Ann War Memorial Hall
4 th July 2019	Parish Council Meeting	Abbots Ann War Memorial Hall

These minutes were amended, approved and signed by the Chairman
at the meeting held on 7th June 2018