

## AWBRIDGE PARISH COUNCIL

### Minutes of the meeting of the Council held in Awbridge Village Hall on Thursday, 7<sup>th</sup> April 2022 at 7.30pm

**Present:**

Cllr Nick Adams-King (**NAK**)\*  
 Cllr Peter Allen (**PA**)  
 Cllr David Coggon (**DC**)  
 Cllr Grahame Jackson (**Chair**) (**GJ**)  
 Cllr Paul Legon (**PL**)  
 Cllr Angela Shepherd (**AS**)\*

**Clerk:** Ian Milsom

**Apologies:**

Cllr Kelly Seymour  
 TVBC Cllr Gordon Bailey

\*Joined the meeting after item 8.

### Action

1. **027/22 Welcome**  
**GJ** welcomed everyone to the meeting.
2. **028/22 Apologies**  
 As above.
3. **029/22 Declarations of interest**  
 No declarations were made.
4. **030/22 Public observations/questions on agenda items**  
 There were no members of the public present.
5. **031/22 Correspondence & Reports**

#### **Community Infrastructure Levy (CIL) monies**

The clerk advised that Test Valley Borough Council are releasing CIL monies in respect of planning application 19/01563/FULLS, residential units at former Kents Oak Rest Home.

#### **Neighbourhood Development Plan (NDP)**

**DC** provided an update on the open drop-in meeting held at the village hall on Saturday, 5<sup>th</sup> March 2022 (around twelve parishioners attended), and a further meeting of parishioners interested in being involved in the preparation of the NDP for Awbridge, held on 17<sup>th</sup> March 2022 (seven parishioners attended).

A chairman and secretary of the working group have been chosen, and **NAK** will act as a planning adviser to the Group. The Group will form pairs to look at elements within the plan, and feedback.

A Partner at Bluestone Planning, who has assisted other local parish councils with their NDP, will attend a May 2022 meeting of

the working group, when they will set out the support that can be provided with the NDP process, including how to access available funding.

Progress with the NDP will be flagged at the Annual Parish Assembly on 28 April.

**DC**

**6. 032/22 Minutes**

It was **proposed** that the previously circulated draft minutes of the meeting of the Parish Council held on 24<sup>th</sup> February 2022 be accepted as an accurate record of the business conducted.

**Resolved.**

**7. 033/22 Matters arising from the minutes of the meeting held on 24<sup>th</sup> February 2022 not included in the agenda or in reports.**

There were none.

**8. 034/22 Planning**

To consider planning applications notified to the Council.  
See Appendix 1

**9. 035/22 Financial and Administrative**

**a. To review the effectiveness of the Council's system of internal control:**

- Standing Orders -
- Financial Regulations
- Risk Assessment Schedule
- Model Publication Scheme

Subject to some minor amendments (Update dates of insurance policy cover in Risk Assessment Schedule), it was **proposed** that the above be adopted pending a further annual review in 2023  
**RESOLVED.**

**Clerk**

**b. Annual review of Council's policies and procedures.**

The policies listed under have been reviewed by the Proper Officer, who recommends their adoption for a further period of twelve months.

- Reserves Policy
- Complaints Procedure
- Model Publication Scheme
- Grants policy
- Equality Policy
- Health & Safety Policy
- Disciplinary Procedure
- Grievance Procedure
- Members' Code of Conduct

- Travel & Expenses Policy
- Training & development Policy
- Data Protection Policy

It was **proposed** that the Proper Officers recommendation be accepted. **RESOLVED**

**c. To receive a copy of the year end (2021/22) accounts**

A copy was circulated to each Member.

**d. To agree and sign the bank reconciliation**

This was agreed and signed by **DC** and the clerk/RFO

**e. To note and approve payments detailed at Appendix 2**

It was **proposed** that the payments at Appendix 2 be approved. **RESOLVED**

**f. To agree to apply to PKF Littlejohn (External Auditors) for a certificate of exemption from an intermediate review, due to the Council's annual income in 2021/22 being less than £25,000.**

This was **Proposed** and **Resolved**.

**10. 036/22 Lengthsman**

To agree a monthly schedule of tasks for the period April 2022 – March 2023.

Due to the absence of the lead Member, **KS**, it was **proposed** that this item be carried forward to the May 2022 meeting of Council. **Resolved**.

**11. 037/22 Queen's Platinum Jubilee Arrangements**

**i. To discuss and agree additional arrangements**

The arrangements already made in terms of catering and entertainment were confirmed. No additional arrangements were discussed.

**ii. Issue of commemorative medals to children**

The clerk explained that this had been suggested by a parishioner at the February 2022 meeting of Council. There was broad support for this idea.

The clerk provided details of a medal, with provision for inscription on the reverse, costing £1.99.

**PL** suggested a commemorative coin as an alternative to a medal. It was agreed, after discussion, that the cost would be prohibitive.

In order to gauge the number of medals required, it was agreed that local research be carried out to determine the

number of eligible children. The clerk to liaise with the school regarding the number of children on their roll.

**Clerk**

**12. 038/22 Land at Saunders Lane**

To receive quotation for groundwork, and to agree way forward.

A quotation – for an initial tranche of groundwork - received from a New Forest based contractor was circulated to Members. It was **proposed** that this be accepted. **Resolved.**

It was also **proposed** that a further quotation be obtained for groundwork to the remainder of the site, and for the application of topsoil and turf to the whole site. **RESOLVED.**

**13. 039/22 2022 Annual Parish Assembly**

To note and agree changes to the draft agenda

Changes are necessary due to the unavailability of the Police and Crime Commissioner and her Deputy.

It was **proposed** that the changes be approved. **Resolved.**

It was **proposed** that the Police Community Support Officer be invited to give a short presentation to the Assembly. **RESOLVED**

**STANDING ORDERS**

It was proposed that the meeting be extended to enable discussion of item 14. 040/22

**14. 040/22 Traffic Calming Project**

Discussion of this item was informed by an email issued by Hampshire County Council Highways (HCCH) on 12 July. This set out several options for incorporating village gateways with traffic calming measures.

Consensus was reached that four gateway signs be installed at the four approaches to the village, and that **GJ** brief the clerk separately on the information/instructions to be conveyed to HCCH.

**Closure of meeting**

- Date of next full council meeting - Thursday, 19<sup>th</sup> May 2022. This is the statutory annual meeting of the Council, where the first item of business will be the election of the Chair for 2022-23
- Items for the agenda – these must be notified to the clerk by 12<sup>th</sup> May 2022.

## **Appendix 1**

### **Planning**

#### **Current applications**

**Ref. No: 22/00940/FULLS. Earlescombe, Church Lane**  
Erection of extension to the west side of the existing house

**Proposed:** Carry forward to future meeting. Date to be confirmed.  
**Resolved**

#### **Ref. No: 22/00931/FULLS**

First floor and rear extension to bungalow. Ashleigh, Old Salisbury Lane

**Proposed:** Deal with by email.  
**Resolved**

#### **Previous Applications**

21/02409/FULLS. Land At Dunwood Manor, Danes Road. Erection of 2 x detached dwellings, associated parking, and hard and soft landscaping. **Current.**

## Appendix 2

### Payments for approval

Date	Amount £	Supplier	Service provided/items supplied
01/03/2022	50.00	Awbridge Parish Councillor	British Heart Foundation – In memorial donation, Mark Caplen
01/03/2022	9.99	Hewlett Packard	Instant Ink
01/03/2022	6.00	IONOS	Business email licence
15/03/2022	250.00	Silly Scott	Children's entertainer for Jubilee celebrations
24/03/2022	80.06	Simon Nightingale	Speed Limit Reminder Sign maintenance March 2022
24/03/2022	80.06	Simon Nightingale	Speed Limit Reminder Sign maintenance February 2022
29/03/2022	13.16	IONOS	Mailbox rental
31/03/2022	410.86	Test Valley Borough Council	Empty dog waste and litter bins 2021-2022
31/03/2022	1176.64	Parish Clerk	Salary January-March 2022
31/03/2022	72.00	Parish Clerk	Home allowance January-March 2022
31/03/2022	294.20	HMRC	PAYE January-March 2022
31/03/2022	95.00	HMRC	Employer's NIC 2022
31/03/2022	200.00	Awbridge Village Hall	Meeting room hire 2021-2022
31/03/2022	9.99	Hewlett Packard	Instant Ink