

**ABBOTTS ANN PARISH COUNCIL**  
**Minutes from the Annual General Meeting**  
**held on Thursday 11<sup>th</sup> May 2017 at 19:00**  
**at War Memorial Hall, Abbots Ann**



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

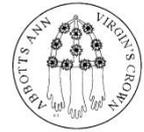
Members of the Public: 3

Minutes: Mrs Clare Cotterell – Clerk

Meeting started 19.01

AGENDA ITEM		ACTION
<b>1</b>	<b>Election of Chairman</b> Cllr Hayter was nominated and elected Chairman and signed the Declaration – Proposed Cllr Bleeker, seconded Cllr Abram, all agreed.	
<b>2</b>	<b>Election of Vice Chairman</b> Cllr Abram was nominated and elected Vice Chairman and signed the Declaration – Proposed Cllr Hayter, seconded Cllr Bleeker, all agreed.	
<b>3</b>	<b>Apologies for Absence</b> Apologies were received from Borough Cllr Flood and County Councillor Gibson	<b>NOTED</b>
<b>4</b>	<b>Declarations of Interest</b> <ul style="list-style-type: none"> <li>a) Cllrs to confirm any amendments to their Declaration of Interests form – Cllrs Hayter, Abram, Haigh, Bleeker, Doherty, Teasdale and Wells confirmed that no amendments were required to their Declaration of Interests form.</li> <li>b) Cllrs to declare any interest relating to items on this agenda – Cllr Abram declared an interest in Item 16b (employment).</li> </ul>	
<b>5</b>	<b>Cllrs to agree the minutes to be an accurate record of the meeting held on 6<sup>th</sup> April 2017.</b> Proposed to accept the minutes of the meeting held on 6 <sup>th</sup> April 2017 – Cllr Bleeker, seconded Cllr Abram, all agreed.	
<b>6</b>	<b>Actions/Updates to be reported:</b> <u>Actions from meeting held on 06.04.17</u> Item 5a – Burial Ground – chalk deposits have been removed and some topsoil placed by Chairman – Agenda Item 14. Item 8 – Maintenance Contract – Contact is being maintained with contractor, Countrywide Grounds Maintenance and the contract has now been signed and returned. It was reported that some cuttings had been left on footpath and the overgrowth of WMH grounds on pavement side of railings needed attention – Clerk to feedback to contractor. Contract with schedule of works to be published on website. <u>Updates:</u> Stile on FP7 (The Drove) has been replaced by the landowner. It was reported that the stile was not easy to use and was rough and ready – Clerk to approach agent to look at different solution. Communal bulb planting was suggested – agreed to be a future agenda item. A tree has been reported as overhanging Penny Path and the tree surgeon’s quote is £640.00 – Clerk to request the Tree Warden’s opinion. Cllr Bleeker attended the Housing Project Group meeting. The Group have been looking at land options and will hold regular public meetings. They may request some funds from the Parish Council going forward. Cllr Bleeker will take any issues to future meetings and bring updates back to Parish Council. Cllr Abram reported he attended the Sports Field Committee meeting which had included discussions around relationship with Parish Council going forward.	<p style="text-align: right;"><b>Clerk</b></p> <p style="text-align: right;"><b>Clerk</b></p> <p style="text-align: right;"><b>Ag Item</b></p> <p style="text-align: right;"><b>Clerk</b></p>
<b>7</b>	<b>Public Participation</b> – <i>This item will be limited to 15 minutes, unless directed otherwise by the Chairman.</i> A resident commented on the overgrowth through the railings at WMH – already discussed in Item 6 and action has been agreed.	
<b>8</b>	<b>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.</b> <ul style="list-style-type: none"> <li>a) 17/00677/FULLN – Formation of overflow car park with associated landscaping &amp; surfacing for a period of up to 80 days per calendar year – Andover Garden Centre, Salisbury Road, Andover – <b>Objection – All agreed.</b> Cllr Hayter to provide wording</li> </ul>	<b>Cllr Hayter</b>

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	<p>to be submitted.</p> <p>b) 17/00803/FULLN – Erection of cartshed with ancillary space above &amp; associated landscape works – The Old Rectory, Church Lane, Abbots Ann – <b>Application Withdrawn.</b></p> <p>c) 17/00814/FULLN – Single storey infill extensions; raised central roof section with gable ends and alterations to fenestration – Springvale, Clatford Lodge, Salisbury Road, Andover – <b>No objection - all agreed.</b></p> <p>d) 17/00786/FULLN – Two detached dwellings &amp; a replacement commercial unit – Andover Gas &amp; Water, Salisbury Road, Abbots Ann – <b>Objection – all agreed</b> - On the grounds of the proximity of rear to public footpath, traffic access on to A343 and lack of visitor parking.</p> <p>e) 17/00926/FULLN - Demolition of single storey dwelling and erection of new dwelling with integral garage, existing drive extended &amp; widened entrance (Amended scheme) – Staddles, Old Salisbury Road, Abbots Ann – <b>No objection - all agreed.</b></p> <p>f) 17/00996/VARN – Removal of Condition 3 of Planning Permission TVN.7184/2 (No building, structure, walls or fences of any kind shall be erected without the prior consent of the Local Planning Authority) to allow the reinstatement of Permitted Development Rights to the property – Abbots Edge House, 27 Cattle Lane, Abbots Ann – <b>No objection - all agreed.</b></p> <p>g) 17/00816/TREEN – T1 Yew – Prune by up to 2m all over as shown in photograph submitted with application – Church View, Church Road, Abbots Ann – <b>Withdrawn as decided.</b></p> <p>h) 17/01028/CLEN - Use of Unit 7 for Class B2 use and Units 8, 9, 10, 23, 26a, 32, 33, 35/36 and areas LR and BH for Class B8 storage – Willow Farm, Monxton Road, Red Post Bridge – <b>No objection - all agreed.</b></p> <p><b>Item 15a Correspondence brought forward</b> - Request to review AAPC comments submitted to TVBC re Application 17/00043/OUTN – Discussed the correspondence received and agreed to send further comments to Planning department – Cllr Abram to send further objection to TVBC – Proposed Cllr Hayter, seconded Cllr Abram, all agreed.</p> <p>A discussion was held around whether to move forward with a Freedom of Information request for the ANPR data. Agreed Cllr Hayter to bring list of questions to June meeting.</p>	<p style="text-align: right;"><b>Cllr Abram</b></p> <p style="text-align: right;"><b>Cllr Hayter</b></p>
<p><b>9</b></p>	<p><b>Borough and County Councillors Reports</b></p> <p>Cllr Stallard reported:</p> <ul style="list-style-type: none"> <li>• Annual council meeting held on 10<sup>th</sup> May.</li> <li>• New Mayor Cllr Carl Borg-Neal and Deputy Mayor Cllr Ian Carr.</li> <li>• Cllr Ian Carr has stood down as leader, new leader elected Cllr Phil North.</li> <li>• Cllr Maureen Flood has been appointed to the cabinet – her portfolio includes ward boundary reviews and appointment of 2 senior officers for Head of Legal and Head of Housing.</li> </ul> <p>Cllr Gibson sent his apologies and confirmed his report at the Parish Assembly is still current. He pledged to:</p> <ul style="list-style-type: none"> <li>• Chase for a resolution of the Co-op site fines and the use of this money at St John's Cross.</li> <li>• Review the bus shelters at St John's Cross and possibly ask for the bus to go through the village.</li> <li>• Lobby for 20mph limit through the village.</li> </ul> <p>Cllr Stallard left the meeting at 19.59</p>	
<p><b>10</b></p>	<p><b>Cllrs to agree committees/sub committees and members, if any</b></p> <p>Burial Ground - agreed to amend title from Sub-Committee to Committee and all references to title in Terms of Reference and Standing Orders to be amended. Parish Council members to be Cllrs Hayter, Bleeker and Wells – Proposed Cllr Abram, seconded Cllr Haigh, all agreed.</p>	
<p><b>11</b></p>	<p><b>Cllrs to review, revise and adopt the following documents and policies of the Parish Council:</b></p> <p>a) Standing Orders – Reviewed, amended and adopted – Proposed Cllr Bleeker, seconded Cllr Abram, all agreed.</p> <p>b) Financial Regulations and Internal Control Procedures – Reviewed, amended and adopted Financial Regulations. Adopted draft Internal Control Procedures and added as Appendix B to Financial Regulations – Proposed Cllr Doherty, seconded</p>	

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	<p>Cllr Bleeker, all agreed.</p> <p>c) Publication Scheme – Reviewed and adopted draft Publication Scheme, added to Standing Orders – Proposed Cllr Haigh, seconded Cllr Teasdale, all agreed.</p> <p>d) Pre-Planning and Planning Terms of Reference – Reviewed and amended, Planning ToR added to Standing Orders – Proposed Cllr Abram, seconded Cllr Bleeker, all agreed.</p>																												
<b>12</b>	<p><b>Cllrs to propose a schedule of meetings for 2017/18</b>  Cllrs agreed the Schedule of Meetings for the coming year. Attached as Appendix to these minutes. Proposed Cllr Haigh, seconded Cllr Teasdale, all agreed.</p>																												
<b>13</b>	<p><b>Sports Field Committee (SFC)</b></p> <p>a) Cllrs to approve letter to be sent to the Sports Field Committee – Discussion held regarding content of letter to be sent including clarification on insurance requirements. Agreed Cllr Hayter to send letter – Proposed Cllr Doherty, seconded Cllr Wells, all agreed.</p> <p>b) Cllrs to approve draft Terms of Reference for the Sports Field Committee – Cllr Hayter has drafted ToR to provide long lease use of grounds and pavilion etc, SFC to update and send back – once agreed it will be published in magazine. Item deferred as ToR not available yet.</p>	<p style="text-align: right;"><b>Cllr Hayter</b></p> <p style="text-align: right;"><b>Deferred</b></p>																											
<b>14</b>	<p><b>Burial Ground Guidelines for Groundworks</b></p> <p>Cllrs to review guidelines for groundwork contractors including removal of spoil/chalk. A discussion was held regarding contractors working in the Burial Ground including safety precautions when graves are opened – Proposal to update regulations and this to be reviewed at Burial Ground Committee meeting in June.</p>	<p><b>BG</b> <b>Committee</b></p>																											
<b>15</b>	<p><b>Correspondence</b></p> <p>a) Request to review AAPC comments submitted to TVBC re Application 17/00043/OUTN – Item brought forward to Item 8.</p>																												
<b>16</b>	<p><b>Finance:</b></p> <p>a) Cllrs to approve the Financial Statement for 1<sup>st</sup> to 30<sup>th</sup> April 2017 – Proposed Cllr Abram, seconded Cllr Wells, all agreed.</p> <p>b) Cllrs to consider funding request from Abbots Ann Village Shop Association – Cllr Abram left the meeting for this item – Funding request for shop freezer £300 – Cllr Bleeker, seconded Cllr Haigh, all agreed.</p> <p>Cllr Bleeker proposed to extend the meeting by 15 minutes, seconded Cllr Haigh, all agreed.</p> <p>c) Cllrs to approve the following payments to be made – Proposed Cllr Bleeker, seconded Cllr Abram, all agreed.</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;"><u>Cheque</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>1169</td> <td>Clerk Salary</td> <td style="text-align: right;">£-</td> </tr> <tr> <td>1170</td> <td>Clerk Expenses</td> <td style="text-align: right;">£86.06</td> </tr> <tr> <td>1171</td> <td>Parish Assembly Expenses</td> <td style="text-align: right;">£66.55</td> </tr> <tr> <td>1172</td> <td>Viking Stationery</td> <td style="text-align: right;">£91.81</td> </tr> <tr> <td>1173</td> <td>Phone Box Expenses</td> <td style="text-align: right;">£26.09</td> </tr> <tr> <td>1174</td> <td>HMRC 4<sup>th</sup> Qtr</td> <td style="text-align: right;">£81.93</td> </tr> <tr> <td>1175</td> <td>Transfer of PC funds to new Bank A/C</td> <td style="text-align: right;">£30,000.00</td> </tr> <tr> <td>1176</td> <td>Grant to Abbots Ann Village Shop Association</td> <td style="text-align: right;">£300.00</td> </tr> </tbody> </table>	<u>Cheque</u>	<u>Payee</u>	<u>Amount</u>	1169	Clerk Salary	£-	1170	Clerk Expenses	£86.06	1171	Parish Assembly Expenses	£66.55	1172	Viking Stationery	£91.81	1173	Phone Box Expenses	£26.09	1174	HMRC 4 <sup>th</sup> Qtr	£81.93	1175	Transfer of PC funds to new Bank A/C	£30,000.00	1176	Grant to Abbots Ann Village Shop Association	£300.00	
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<b>17</b>	<p><b>To pass a resolution in accordance with the Public Bodies (Admission to Meetings) Act 1960 to exclude the public and press for discussion regarding Employment matters.</b> Proposed Cllr Abram, seconded Cllr Teasdale, all agreed.</p> <p>Proposal to extend meeting by a further 15 minutes, allowing meeting to continue until 2130 – Proposed Cllr Haigh, seconded Cllr Doherty, all agreed.</p> <p>Councillors praised the work that the Clerk had carried out through the year and agreed a small increase in salary effective from 1<sup>st</sup> June 2017. Proposed: Cllr Abrams, Seconded: Cllr Teasdale. All agreed.</p> <p>Pensions: It was agreed that Cllr Hayter would prepare a proposal for pensions. Cllr Abram noted that he had recently organised a pension for shop employees and would be able to assist. Proposed: Cllr Abrams, Seconded: Cllr Teasdale. All agreed.</p>	<p><b>Cllrs</b> <b>Hayter/</b> <b>Abram</b></p>																											
<b>18</b>	<p><b>Next Meeting - Thursday 1<sup>st</sup> June 2017 - 7pm War Memorial Hall</b></p>																												

**Meeting closed at 21.23**

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## **Appendix A**

Schedule of Meeting dates for 2017/18 - All meetings start at 7pm

1<sup>st</sup> June 2017 – War Memorial Hall

6<sup>th</sup> July 2017 - War Memorial Hall

27<sup>th</sup> July 2017 (short) - finance and planning only - War Memorial Hall

August – no meeting

7<sup>th</sup> September 2017 – Burghclere Down Community Centre

5<sup>th</sup> October 2017 - War Memorial Hall

2<sup>nd</sup> November 2017 - War Memorial Hall

7<sup>th</sup> December 2017 - War Memorial Hall

11<sup>th</sup> January 2018 - War Memorial Hall

1<sup>st</sup> February 2018 - War Memorial Hall

1<sup>st</sup> March 2018 - Burghclere Down Community Centre

12<sup>th</sup> April 2018 - War Memorial Hall

Annual Parish Assembly – 19<sup>th</sup> April 2018 - War Memorial Hall

Annual General Meeting – 10<sup>th</sup> May 2018 - War Memorial Hall

**These minutes were approved and signed by the Vice Chairman at the Council Meeting on 1<sup>st</sup> June 2017**