

**ABBOTTS ANN PARISH COUNCIL
MINUTES FROM THE MEETING HELD ON
THURSDAY 2nd JULY 2015
7.00PM AT THE ABBOTTS ANN WAR MEMORIAL HALL**

Present: Parish Councillors Griffiths (Chairman), B Sims, Mrs S Coffey,
Mrs B Deacon, Mrs S Bleeker, Mrs E Howard (Vice Chairman),
Borough Councillors Mrs Flood and County Councillor Gibson

Members of the Public: Six

Minutes: Mrs A Taylor – Locum Clerk

| ITEM | | ACTION |
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| 1. | Apologies for Absence Apologies were received from Borough Councillor Stallard and Parish Councillor Hayter. | |
| 2. | Declarations of Interest None declared. | Note |
| 3. | Cllrs to propose acceptance of the minutes to be an accurate record of the meeting held on 4th June 2015 Once the agreed amendments were made, it was agreed to accept the minutes as a correct record of the meeting held on 4 th June 2015. | |
| 4. | <p>Public Participation</p> <p>Borough Councillor Mrs Flood reported an informal consultation is taking place in relation to parking matters on Burghclere Down, and those parents accessing the local schools. An Engineer has been to site to review the situation. An informal consultation is being carried out regarding width restrictions for traffic on Cattle Lane.</p> <p>It was also reported that TVBC did not approve the application for the site 25 Cattle Lane, which was to convert a cattle shed into a dwelling.</p> <p>Cllr Griffiths requested a later date to submit comments under the Width restriction consultation as a number of members had not been aware. Cllr Mrs Flood advised she would enquire about an extension and also provide links to the consultation for the Parish website.</p> <p>Mr Lucas, Abbots Ann Vision requested support from the Parish Council in relation to the continuation of a housing survey. This is a matter that would be considered at a meeting to be held on 30th July 2015.</p> <p>Mr Lucas also informed that Abbots Ann Vision is to come to an end, but would like projects to be collated as an Action Plan, for the PC to take over.</p> <p>Cllr Griffiths informed that the agreement on the footpath from the Garden Centre towards Andover (inside the A343 roadside hedge on privately owned land) has been approved by the Parish Council's legal adviser and now requires signature. This was effected and the document sealed.</p> <p>Mr Lucas enquired whether the PC had received a response from TVBC in relation to the wording on the SHLAA documentation. Cllrs requested a copy of this correspondence as a majority of the Cllrs were not aware of this matter.</p> | |

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| | <p>County Cllr Gibson advised a Charity Cycle is taking place on Sunday 5th July 2015.</p> <p>Cllr Sims raised concerns about the speed limit at St Johns Cross and requested Cllr Gibson look into the matter of reducing the limit from Eastover to the A303.</p> <p>Cllr Mrs Flood raised a complaint on behalf of parishioners about the inadequate bus service. Cllr Griffiths provided a response to a previous complaint made by the PC, which informed the bus company would not be reviewing the service until the end of the year.</p> <p>Mrs Gray, Burghclere Down representative requested an update as to what the PC are doing to improve communication with Burghclere Down. Cllr Griffiths informed that the PC will hold two meetings and may consider a surgery at the Community Centre. Research is also being carried out as to whether the PC can incur expenditure on behalf of a private individual for the printing costs of a flyer.</p> <p>Mrs Gray questioned the ownership of particular lights on Burghclere Down due to safety concerns. Cllr Gibson will obtain information to clarify how to resolve the matter.</p> | |
| 5. | <p>Locum Clerk to report the actions carried out from the meeting held on 4th June 2015</p> <p>All items deferred at the last meeting were included within the July agenda.</p> <p>12. Cllr Hayter drafted an action list, which was circulated to all Cllrs.</p> <p>13. Clerk advised that a new dog bin had been ordered from TVBC, for installation outside the Church car park.</p> <p>18. Clerk reported that HCC would not be responsible for cutting back side overgrowth on the footpaths. This falls to the landowner. During the winter months, HCC asked the PC to nominate six footpaths to be regularly cut back by HCC, but the PC failed to nominate any footpaths. It appears the PC were unaware of this request.</p> | |
| 6. | <p>Planning: Councillors resolved responses to the following tree and planning applications:</p> <p>a. 15/01509/TPON – 15 Abbots Hill, Abbots Ann (T1 T2 Ash – Reduce by 4m, T4 T5 Sycamore – Reduce by 4m, T6 T7 Ash – Reduce by 4.5m, T3 Ash – Fell T8 T9 Lime – Fell): Objection Cllr Griffiths proposed, Cllr Sims seconded, majority agreed. Cllr Mrs Howard abstained.</p> <p>b. 15/01340/TREEN – ‘Freshfields’, Dunkirt Lane, Abbots Ann (H1 Hazel – Crown lift up to 4m, A1 A2 Apple – Remove dead/damaged/diseased branches): No Objection – Cllr Griffiths proposed, Cllr Mrs Bleeker seconded, unanimously agreed.</p> <p>c. 15/01458/FULLN – Osmaston, Salisbury Road (Extend and convert the existing garage and turn into a new dwelling; erect new garage and amend highway access): Objection – Cllr Mrs Coffey proposed, Cllr Mrs Howard seconded, Cllrs Sims and Griffiths agreed, Cllrs Mrs Bleeker and Mrs Deacon disagreed. This was considered an overdevelopment, contained potential highway hazards, was within close proximity of the neighbouring property and would set a precedent.</p> | |

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| | <p>d. 15/00781/LBWN – The Cottage, Webbs Lane, Abbots Ann (Reinstatement works following water damage to include rebuilding an internal wall between two bedrooms; repair front wall at 1st floor level; insert metal plate above ground floor lintel/beam; reinstatement of parquet flooring and renew ceilings to bedroom): Support – Cllr Mrs Bleeker proposed, Cllr Mrs Howard seconded, unanimously agreed.</p> <p>e. 15/01518/LBWN – Shilling Cottage, Monxton Road, Abbots Ann (Removal of conservatory roof and replace with flat zinc roof; and replacement of first floor bathroom window): No objection – Cllr Mrs Deacon proposed, Cllr Mrs Coffey seconded, unanimously agreed.</p> <p>f. 15/01463/FULLN – 9 Lilac Close, Andover (Proposed conservatory to rear of property): No Objection – Cllr Mrs Bleeker proposed, Cllr Mrs Howard seconded, all agreed.</p> <p>g. 15/01442/FULLN – Chapel Cottage, 51 Duck Street, Abbots Ann (Demolition of existing conservatory and erection of single storey rear extension): No Objection – Cllr Sims proposed, Cllr Mrs Deacon seconded, unanimously agreed.</p> <p>Clerk to submit all responses, as resolved above, to Test Valley Borough Council within the appropriate timeframe.</p> | Clerk | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 7. | <p>Cllrs to discuss the development of a strategy for responding to SHLAA planning applications, or pre planning communications.</p> <p>Cllr Mrs Bleeker proposed the matter is deferred until the meeting to be held on 30th July 2015. All agreed.</p> | NOTE | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 8. | <p>Finance</p> <p>a. Councillors to propose the financial statement for the period 1st Jun – 30th June 2015: Cllr Mrs Bleeker proposed the acceptance of the June financial statement as a correct record. Cllr Sims seconded, all agreed.</p> <p>b. Cllrs resolved to approved the following payments:</p> <table> <thead> <tr> <th>Chq No.</th><th>Payee</th><th>Amount</th></tr> </thead> <tbody> <tr> <td>948</td><td>Cancelled – Admin Error</td><td>n/a</td></tr> <tr> <td>949</td><td>Cancelled – Admin Error</td><td>n/a</td></tr> <tr> <td>950</td><td>A Taylor - Office Expenses</td><td>£40.89</td></tr> <tr> <td>1001</td><td>HALC - Core Skills Training</td><td>£561.00</td></tr> <tr> <td>1002</td><td>A Taylor - Locum Clerk Salary</td><td>Redacted</td></tr> <tr> <td>1003</td><td>HMRC PAYE Q1</td><td>£449.76</td></tr> <tr> <td>1004</td><td>PCC of Abbots Ann – Replacing chq 936</td><td>£865.00</td></tr> <tr> <td>1005</td><td>B Sims - Fuel Reimbursement</td><td>£55.38</td></tr> <tr> <td>1006</td><td>D Murphy – Grounds Maintenance</td><td>£112.50</td></tr> <tr> <td>936</td><td>Previously approved, but cancelled due to error made to payee</td><td>Cancelled</td></tr> </tbody> </table> | Chq No. | Payee | Amount | 948 | Cancelled – Admin Error | n/a | 949 | Cancelled – Admin Error | n/a | 950 | A Taylor - Office Expenses | £40.89 | 1001 | HALC - Core Skills Training | £561.00 | 1002 | A Taylor - Locum Clerk Salary | Redacted | 1003 | HMRC PAYE Q1 | £449.76 | 1004 | PCC of Abbots Ann – Replacing chq 936 | £865.00 | 1005 | B Sims - Fuel Reimbursement | £55.38 | 1006 | D Murphy – Grounds Maintenance | £112.50 | 936 | Previously approved, but cancelled due to error made to payee | Cancelled | |
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| 9. | <p>Councillors to propose adoption of a recruitment procedure, job description and person specification. Councillors to propose a job vacancy advertisement and where the advertisement will be placed.</p> <p>A provisional advertisement has been produced , along with relevant procedural documentation, job description and person specification, which was discussed.</p> <p>The job vacancy will initially be placed on the HALC website, Parish website,</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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| | <p>SLCC website, Parish newsletter, TV Forum and Parish noticeboards. It was resolved to propose, in principal, the approved expenditure, if necessary, of £343.20 to place the job vacancy within the Andover Advertiser, if the alternative advertisements do not obtain responses. Cllr Mrs Bleeker proposed, Cllr Mrs Deacon seconded, all agreed.</p> <p>Cllr Mrs Howard proposed continuing for a further 30 minutes. Cllr Sims seconded, unanimously agreed.</p> | CLLRS BG, EH & SC |
| 10. | <p>Burghclere Down a. Cllr Hayter to propose that the PC fund the costs for printing a flyer to be distributed around Burghclere Down, once the copy has been approved within the purpose of allowing a Burghclere Down Representative to organise a community meeting to understand local issues there. In addition the hire cost for the Burghclere Down Community Centre for a period of up to 2 hours.</p> <p>Due to Cllr Hayter's absence, Cllrs resolved to defer the item until Cllr Hayter was present.</p> <p>c. Cllr Mrs Coffey to propose two Parish Council meetings per year are held at the Burghclere Down Community Centre. It was resolved to hold PC meetings for 1st October and 3rd March, at Burghclere Down Community Centre, dependant on hall availability and a surgery on a Saturday morning before October. Cllr Coffey proposed, Cllr Sims seconded, unanimously agreed.</p> | |
| 11. | <p>Councillors to deliberate how the Parish Council can improve communication and engagement between the Parish Council and the Parishioners and consider what requires updating on the website. This item was deferred.</p> | |
| 12. | <p>Councillors to propose amendments to be made to the website to ensure the information is up to date.</p> <p>It was resolved to defer this item until the next meeting.</p> | |
| 13. | <p>Councillor Hayter to propose the PC adopt an Actions Log format, operating procedure and the closure of all previous actions from previous Parish Council meetings.</p> <p>Due to Cllr Hayter's absence, it was resolved to defer this item until the next meeting.</p> | |
| 14. | <p>Councillors to adopt a Churchyard Maintenance Plan It was resolved to convene a Burial Ground Committee meeting to allow the plan to be put forward for acceptance by the faculty. It was clarified that Cllr Mrs Howard would report to the PCC and confirm the items requiring priority.</p> <p>On receipt of a specification from the PCC for works, the Clerk will obtain three quotations for the PC to approve expenditure. Cllr Mrs Howard will act as contact to keep the PCC fully informed of any works progress and completion. The first priority was the footpaths, with the PCC to provide a specification for</p> | EH / CLERK |

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| | the Clerk to commence seeking quotations. | |
| 15. | <p>Cllr Coffey to propose a budget of £500 for the purchase of benches on the Village Green.</p> <p>It was resolved to budget £500 for the purchase of a bench on the Village Green. Cllr Coffey proposed, Cllr Mrs Bleeker seconded, unanimously agreed. Clerk to seek three quotations for benches. Enquiries will be made whether community grant funding would be available to match fund this amount.</p> | CLERK |
| 16. | <p>Correspondence to be reported: See appendix 1</p> | |
| 17. | <p>Councillors to propose an agenda items to be included for the meeting to be held on Thursday 3rd September 2015, 7.00pm at the Abbots Ann War Memorial Hall</p> <p>Weekly monitoring of play park equipment Dog fouling issues in the Parish Hedging at Manor Field Close Trees on Verge at top end of Manor Close, adjacent to The Green.</p> | |

Meeting closed at 9.39pm