

ABBOTTS ANN PARISH COUNCIL
MINUTES FROM THE MEETING HELD ON
THURSDAY 3RD SEPTEMBER 2015
7.00PM AT THE ABBOTTS ANN WAR MEMORIAL HALL



Present: Parish Councillors Griffiths (Chairman), Sims, Mrs S Coffey, Mrs B Deacon, A Hayter, Mrs S Bleeker and Borough Councillor Mrs Flood

Members of the Public: Nine members of the public

Minutes: Mrs A Taylor – Locum Clerk

ITEM		ACTION
1.	Apologies for Absence Apologies were received from Parish Councillor Mrs Howard, Borough Councillor Stallard and County Councillor Gibson.	NOTE
2.	Declarations of Interest Cllr Sims, Hayter and Griffiths declared a pecuniary interest in item 6b 15/02004/FULLN – Formosa, Cattle Lane, Abbotts Ann.	NONE
3.	Councillors to propose acceptance of the minutes to be an accurate record of the meeting held on 30th July 2015 and the meeting held on 3rd August 2015: RESOVLED: Cllr Hayter proposed the minutes from the meeting held on 30 th July 2015, were accepted as a correct record of proceedings. Cllr Sims seconded, all agreed. RESOLVED: Cllr Mrs Deacon proposed the minutes from the meeting held on 3 rd August 2015, were accepted as a correct record of proceedings. Cllr Sims seconded, all agreed.	
4.	Public Participation No comments made.	
5.	Actions from the meeting held on 3rd and 30th July 2015 to be provided: (Actions from 3rd July 2015) 5/13: The new dog bin was incorrectly installed on the footpath to the Church. TVBC have been arranged to reinstall at the correct location. 6: All responses for submission to TVBC, have been sent and acknowledged within the deadlines. 10: Numerous attempts were made to obtain availability of the Burghclere Down Community Hall to allow for meetings and a surgery to be arranged. No response has yet been made to phone messages or text messages. 14: No specification has been received from the PCC to date in relation to churchyard footpath repairs. 15: Quotations were placed on hold, due to Cllr Coffey having purchased 3 benches elsewhere under £500.00 on her own accord. Cllr Hayter and Mrs Bleeker raised concerns as to whether the benches were complaint. TVBC will be requested by Cllr Griffiths to confirm compliancy. (Actions from 30th July 2015) 5: A copy of the finances relating to the burial ground was provided to the Cllrs by e mail. Cllr Hayter requested the rules and regulations surrounding the burial ground were made publicly available. 6: The Locum Clerk has informed the previous Clerk that a defibrillator will be purchased and installed at the Poplar Farm Inn and he was thanked for his	BG Note Note EH BG AH

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	<p>generous donation. Cllr Mrs Bleeker advised she is to meet with Ambulance personnel to discuss the matter further and will report to the Council accordingly.</p> <p>4: Cllr Griffiths has reviewed the site for the Wicket Gate on the The Green and provided Cllrs with alternative suggestions making use of the existing equipment already in place. Enquiries will be made to the possibility of the installation of a steel post, that is lockable and removable when applicable.</p> <p>Cllr Deacon was of the opinion that the kissing gate on the footpath opposite Long Thatch was in need of repair. Enquiries will be made for these repairs.</p> <p>7: A draft terms of reference has been produced and provided to Cllrs for their consideration for adoption. This is to be discussed under the relevant agenda item.</p>	<p>Note</p> <p>BG</p> <p>BD</p>
<p>6.</p>	<p>Planning and tree applications:</p> <p>a. 15/01898/TREEN – The Haven, Duck Street, Abbotts Ann: T1 Maple – Reduce height and width by 1/3: No Objection</p> <p>b. 15/02004/FULLN – Formosa, Cattle Lane, Abbotts Ann: Erection of rear extension with garden store and garage, a side conservatory and erection of secure motorbike store with opening garage: Cllr Sims, Hayter and Griffiths left the meeting while discussions about this application took place. Cllr Coffey proposed a no objection response, Cllr Mrs Deacon seconded, Cllr Mrs Bleeker agreed. No Objection</p> <p>c. 15/01596/TREEN – The Lodge, Little Ann Road, Little Ann: Silver birch – Crown raise 4m, crown reduction 4m: No comments</p> <p>d. 15/02031/TPON – 18 Hillside, Abbotts Ann: T1 Silver Birch – Crown raise to 3m, reduce branches overhanging roof to give a 2 m clearance: No comments</p> <p>e. Councillors to propose adoption of a Pre Application Terms of Reference and Planning Terms of Reference:</p> <p>RESOLVED: Cllr Mrs Bleeker proposed the adoption of the document 'Pre Application Terms of Reference', Cllr Sims seconded, all agreed.</p> <p>RESOLVED: Cllr Hayter proposed the adoption of the document 'Planning Terms of Reference'. Cllr Deacon seconded, all agreed.</p>	<p>Note</p> <p>Note</p> <p>Note</p> <p>Note</p> <p>Note</p>
<p>7.</p>	<p>Borough and County Councillor Reports</p> <p>Borough Cllr Mrs Flood reported a proposal is to be submitted to central government to do a 'devolution deal', along with other local authorities.</p> <p>A Small Business Fayre is to be held in Andover Town Centre.</p> <p>Borough Cllr Mrs Flood left the meeting at 7.56pm</p>	
<p>8.</p>	<p>Finance:</p> <p>a. Councillors to propose the financial statement for the period 1st July – 31st August 2015 is accepted as a correct record:</p> <p>RESOLVED: Cllr Mrs Deacon proposed the financial statements for the period 1st July – 31st August 2015 were agreed as a correct record, Cllr Sims seconded, all agreed.</p> <p>b. Councillors to approve payments to be made:</p>	

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	<p>RESOLVED: Cllr Hayter proposed the approval of the payments as set out below, Cllr Mrs Bleeker seconded, all agreed.</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; width: 15%;">Chq No.</th><th style="text-align: left; width: 15%;">Amount</th><th style="text-align: left; width: 70%;">Payee</th></tr> </thead> </table> <p>c. Clerk to report the completion of the Annual Report and report all minor issues found for the Councillors to note and action where applicable:</p> <p>Clerk advised the Annual Return has been completed, with relevant notifications made available on all parish noticeboards. Minor issues were recorded and noted by Council members.</p>	Chq No.	Amount	Payee	
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9.	<p>Councillors to propose an extraordinary meeting is held with a guest speaker to allow a presentation on Neighbourhood Plans to be made</p> <p>RESOLVED: Cllr Mrs Bleeker proposed an open meeting, with guest speakers to provide information to the Council to allow consideration as to whether the Parish produce and adopt a Neighbourhood Plan. Cllr Hayter seconded, all agreed. Village Organisations will be invited to send representations.</p> <p>Cllr Mrs Bleeker will arrange the necessary guest speakers before making necessary arrangements for the Open Meeting.</p>	SB			
10.	<p>Councillors to propose adoption of the Action List and its use to progress actions</p> <p>RESOLVED: Cllr Hayter proposed adopting the Action Tracker List in order to effectively manage outstanding items. This document would accompany the monthly minutes, in order to remain current. Cllr Mrs Deacon seconded, Cllr Coffey abstained, all other agreed.</p>	AH			
11.	<p>Cllrs Mrs Deacon to provide Councillors with an update in relation to the Parish website</p> <p>Cllr Mrs Deacon provided an update on the website to Cllrs. Email addresses will be updated to be correct.</p>	Note			
12.	<p>Councillors to discuss the extension to the closing date of the advertisement for the post of Parish Clerk and to discuss roles and responsibilities during the interim</p> <p>RESOLVED: Cllr Mrs Bleeker proposed the closing date be extended, where applicable only. Cllr Sims seconded, all agreed.</p> <p>RESOLVED: Locum Clerk advised she was prepared to continue as the Responsible Financial Officer until a new Clerk for the October and November finances only.</p>	Note AT			
13.	<p>Councillor Griffiths to propose the Sports field Association is authorised to undertake weekly inspections:</p> <p>RESOLVED: Cllr Griffiths proposed the Sports field Association is authorised to undertake weekly inspection. Cllr Hayter seconded, all agreed.</p> <p>RESOLVED: Cllr Hayter proposed continuing with the meeting as it was 9.00pm. Cllr Mrs Deacon seconded, all agreed.</p>				
14.	<p>Correspondence</p> <p>a. Allotments A request has been made for the provision of allotments. Cllr</p>				

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	Griffiths was of the opinion that research was required to allow the Councillors to be fully informed in the matter.	BG
	b. Traffic Concerns Correspondence has been received raising various concerns in relation to traffic concerns. Cllr Griffiths will raise these concerns with County Councillor Gibson. The Locum Clerk advised residents raise their concerns with the traffic management team at TVBC.	BG
	c. Damage to Parish Council Equipment Cllr Griffiths reported a complaint has been made in relation to the damage to Parish Council equipment to the company concerned. The company has responded and are now carrying out the necessary repairs. Cllr Griffiths will monitor the situation.	BG
15.	The next meeting of the Parish Council will be held on 1st October 2015 Agenda Item: Cllrs to review the Burial Ground Regulations	

Meeting closed at 9.25pm

Appendix to minutes.

Item 8b

Payments as set out below:

Chq No	Amount	Payee
1012	£ 198.00	Enham - Garden Services
1013	£ 293.75	D Murphy - Grounds Maintenance
1014	£ 379.33	TVBC – Dog bin
1015	£1949.57	Came & Co - Insurance
1016	£ 240.00	BDO - External Audit
1017	£ 17.00	LCR - NALC Subscription
1018	£ 316.80	A Taylor – Locum Clerk Salary
1019	£ 35.74	A Taylor – Office Expenses
1020	£ 173.80	HMRC – PAYE
1021	£ 187.00	Enham – Garden Services
1022	£ 17.00	B Sims – Fuel for Grass Cuts
1023	£ 477.60	S Coffey – Reimbursement of bench costs