

**ABBOTTS ANN PARISH COUNCIL**  
**MINUTES FROM THE MEETING HELD ON**  
**THURSDAY 4<sup>th</sup> JUNE 2015**  
**7.00PM AT THE ABBOTTS ANN WAR MEMORIAL HALL**

Present: Parish Councillors Griffiths (Chairman), B Sims, A Hayter, Mrs S Coffey, Mrs B Deacon, Mrs S Bleeker, Mrs E Howard (Vice Chairman)

Members of the Public: Six

Minutes: Mrs A Taylor – Locum Clerk

Apologies: Borough Councillors G Stallard and Mrs M Flood and County Councillor Gibson

ITEM		ACTION
1.	<p><b>Apologies for Absence</b>  Apologies were received from Borough Councillors Stallard and Mrs Flood who were expected to arrive late.  Representatives of local community groups Mr Tayler and Mr Lucas also presented their apologies.</p>	
2.	<p><b>Declarations of Interest</b>  Cllr Griffiths declared a non-pecuniary interest in the planning application 15/00978/LBWN – Water Cottage, Mill Lane, Abbotts Ann</p>	
3.	<p><b>Cllrs to propose acceptance of the minutes to be an accurate record of the meeting held on 14<sup>th</sup> May 2015</b></p> <p>Once the agreed amendments were made, which were as follows:</p> <ul style="list-style-type: none"> <li>• Note 'Cllrs signed and accepted the 'Declarations of Acceptance of Office', as witnessed by the Clerk at the start of the meeting.</li> <li>• Item 1: The roles and responsibilities of the Chairman were discussed.</li> <li>• Item 5: All Cllrs noted that the meeting held on 5<sup>th</sup> May 2015, was to carry out urgent business only.</li> <li>• Item 8: The Annual General Meeting was agreed to be held on 5<sup>th</sup> May 2016.</li> <li>• Item 12: Removal of 'Cllr Mrs Bleeker proposed suspension of standing orders, Cllr Mrs Howard seconded, all agreed'</li> </ul> <p>Cllr Mrs Howard proposed the minutes from the meeting held on 14<sup>th</sup> May 2015 were accepted as a correct record of proceedings, Cllr Mrs Bleeker seconded, all agreed.</p>	
4.	<p><b>Public Participation</b>  Mr Whyte reported the dog bin on the sports field has been replaced from a red bin to a green dog bin.  Abbotts Ann Vision Representative (Mr Gibson) advised there was no material activity to report, but there is a plan to brief new members of the Council the activities of Abbotts Ann Vision, which need to be coordinated by the Council.</p> <p>Cllr Griffiths reported a number of sites are designated on TVBC's SHLAA. The Parish Council were previously consulted to create a village 'envelope'. The Green was not included within the envelope as the land was considered as 'Countryside'. A developer is interested in a specific site, which has been included within the SHLAA. The developer is hoping to have preliminary</p>	

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	<p>discussions with the Parish Council, but the Parish Council would consider the potential development when a formal application is received by Test Valley Borough Council.</p> <p>Cllr Mrs Bleeker asked a representative from AAV to comment on the merits or not of a Neighbourhood Plan for the village. He reported that AAV had considered it, but in their opinion it would have minimal benefits.</p>	
5.	<p><b>Locum Clerk to report the actions carried out from the meeting held on 14<sup>th</sup> May 2015</b></p> <p>5b: The Clerk has submitted a completed VAT reclaim to HMRC.</p> <p>5b: A copy of the Internal Auditors report has been provided to all Councillors.</p> <p>8: A schedule of meetings for the new financial year has been produced and provided to Councillors for their consideration.</p> <p>9: This has been made an agenda item for this meeting.</p> <p>10: Advice was sought from HALC and draft documents applicable to the recruitment process were provided to Councillors for their deliberation.</p>	
6.	<p><b>Councillors to propose adoption of the standing orders and financial regulations based upon the latest model standards set by NALC, once Councillors have deliberated any necessary amendments:</b></p> <p>Councillors considered in full detail the standing orders, financial regulations and Code of Conduct and deliberated a number of amendments. Councillor Hayter proposed adopting the documents with the amendments made as discussed, Cllr Mrs Bleeker seconded, all in favour.</p> <p>Borough Councillors Stallard and Mrs Flood arrived at 7.58pm</p>	NOTE
7.	<p><b>Councillors to propose the expenditure for the New Councillor training</b></p> <p>Cllr Deacon proposed the expenditure up to the amount of £650.00 so that all members of the council could attend the new councillor training, Cllr Sims seconded, all in favour. All had been booked except Cllr Hayter. It was noted Cllr Hayter had been unable to go on the dates suggested, but further date in July were available.</p>	NOTE
8.	<p><b>Planning: Councillors to propose a response for submission to TVBC following consultation on the following planning applications and consultations:</b></p> <p>a. 15/00978/LBWN – Water Cottage, Mill Lane, Abbotts Ann (<i>Construction of a single storey link for existing dwelling to the existing detached garage/cart shed. Conversion of the existing garage/cart shed to domestic use/additional space for existing dwelling (amended scheme)</i>): Cllr Mrs Bleeker proposed a no objection response. Cllr Mrs Howard seconded, all in favour.</p> <p>b. 15/01256/FULLN – St Marys' Church, Church Lane Footpath, Abbotts Ann (<i>Reposition war memorial tablets on north elevation from west bay to centre, make good brickwork, reroute downpipe to new gully and soakaway</i>): Cllr Mrs Bleeker proposed a no objection response, Cllr Hayter seconded, all in favour.</p> <p>c. Strategic Housing Land Availability Assessment (SHLAA): There were no comments made for submission to TVBC.</p> <p>Cllr Mrs Bleeker proposed continuing for a further 30 minutes as the time was 9.00pm, Cllr Hayter seconded, all agreed.</p> <p>d. Economic Development and / or Employment Generating Uses for Calls for Sites: There were no comments made for submission to TVBC.</p>	NOTE  NOTE  NOTE  NOTE

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<b>9.</b>	<p><b>Finance:</b></p> <p>a. Councillors to propose the financial statement for the period 1<sup>st</sup> May – 31<sup>st</sup> May 2015, Cllr Bleeker proposed accepting the statement in principle with the clarification of a cheque for £2.00. Cllr Hayter seconded, all agreed.</p> <p>b. The following payments were approved to be made:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Chq No.</th><th>Amount</th><th>Payee</th></tr> </thead> <tbody> <tr><td>936</td><td>£865.00</td><td>Complete Drainage – WMH Drain Inspection</td></tr> <tr><td>937</td><td>£103.12</td><td>R Griffiths – Stationery</td></tr> <tr><td>938</td><td>£</td><td>A Taylor – Clerks Salary</td></tr> <tr><td>939</td><td>£194.26</td><td>Viking Office Supplies – Stationery Supply</td></tr> <tr><td>940</td><td>£1.00</td><td>Hampshire County Council</td></tr> <tr><td>941</td><td>£10.00</td><td>HALC – P+P for dividers</td></tr> <tr><td>942</td><td>£77.00</td><td>Enham – Grass Cutting at Church Yard</td></tr> <tr><td>943</td><td>£88.01</td><td>Enham – Grass Cutting at Church Yard</td></tr> <tr><td>944</td><td>£300.00</td><td>P Newman – Walkway barrier repairs</td></tr> <tr><td>945</td><td>£225.00</td><td>D Murphy – Grounds Maintenance</td></tr> <tr><td>946</td><td>£198.03</td><td>Enham – Church Yard Grounds Maintenance</td></tr> <tr><td>947</td><td>£177.60</td><td>Playsafety – Rospa Report</td></tr> </tbody> </table> <p>Cllr Deacon proposed, Cllr Howard seconded the approved payments, all agreed. Once two signatories were available on the account, all cheques will be signed and submitted to the Payees as set out above.</p> <p>c. Locum Clerk to inform Councillors items raised within the Internal Audit requiring attention for Councillors to propose appropriate action: Due to time constraints this item deferred until the next meeting.</p> <p>Cllr Mrs Bleeker proposed the monthly financial statement was put into a rolling 12 month spreadsheet so that the PC could review expenses through the year. The Clerk will produce a budget sheet, that will clarify the monthly and accumulative expenditure against the budget for the year. Cllr Hayter seconded, all in favour.</p>	Chq No.	Amount	Payee	936	£865.00	Complete Drainage – WMH Drain Inspection	937	£103.12	R Griffiths – Stationery	938	£	A Taylor – Clerks Salary	939	£194.26	Viking Office Supplies – Stationery Supply	940	£1.00	Hampshire County Council	941	£10.00	HALC – P+P for dividers	942	£77.00	Enham – Grass Cutting at Church Yard	943	£88.01	Enham – Grass Cutting at Church Yard	944	£300.00	P Newman – Walkway barrier repairs	945	£225.00	D Murphy – Grounds Maintenance	946	£198.03	Enham – Church Yard Grounds Maintenance	947	£177.60	Playsafety – Rospa Report	
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<b>10.</b>	<p><b>Councillors to propose adoption of recruitment procedure, job description and person specification. Councillors to propose a job vacancy advertisement and where the advertisement will be placed.</b></p> <p>Advice from HALC was considered and a working party was formed consisting of Cllrs Griffiths, Mrs Howard and Mrs Coffey, with advice being sought from the remaining Councillors.</p>	<b>CLLRs</b>																																							
<b>11.</b>	<p><b>Burghclere Down</b></p> <p>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>Cllr Hayter reported a Flyer would cost £140.00. The PC agreed to supporting this idea of community engagement at Burghclere Down, but the Councillors wanted to clarify the wording of the draft flyer before it agreed to funding by the PC. The item was deferred until the next meeting.</p>	<b>CLERK</b>																																							

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	<p>b. <b>Cllr Hayter to propose a subcommittee is formed for Burghclere Down to allow improved communication between the Burghclere Down Community and Parish Council.</b> The item has been deferred until the outcome of the community engagement is clarified.</p> <p>c. <b>Cllr Mrs Coffey to propose two Parish Council meetings per year are held at the Burghclere Down Community Centre.</b> The item was deferred until the next meeting.</p>	CLERK
12.	<p><b>Councillors to propose an action list in order to ensure the progress of outstanding items and identify items requiring immediate attention are carried through within a reasonable timeframe.</b></p> <p>Cllr Hayter proposed an action list, informing of the status of the item and a record of the progress of each item. Cllr Mrs Bleeker agreed to support Cllr Hayter so there would be continuity and support. Cllr Mrs Bleeker seconded, all in favour.</p>	CLLRS / CLERK
13.	<p><b>Councillors to propose acceptance of a quotation for the installation of a new dog bin outside the Church Car Park:</b></p> <p>Cllr Hayter proposed the supply and installation of a new green dog bin outside the Church Car Park, at a cost of £316.11. Cllr Deacon seconded, all in favour.</p>	CLERK
14.	<p><b>Councillors to propose a maintenance schedule for the Church Yard</b></p> <p>Cllr Hayter queried the £3000 recommended for the maintenance of the Church path as set out on a draft maintenance schedule produced by the Church Warden. The Church Warden informed the paths were in a poor state and cannot be a regular maintenance. Cllr Hayter recommended the £3000 for church paths be considered as a separate item rather than a continued maintenance item within the schedule.</p> <p>Cllr Mrs Bleeker recommended quotations be obtained for church footpath repairs. She suggested that the Church Warden seek 3 quotes and from them to the council. Cllr Deacon seconded, all agreed.</p> <p>The PC agreed to the maintenance plan and thanked the Church Warden for his work.</p> <p>Cllr Hayter proposed items up to item 4 of the Church Maintenance Plan were budgeted for within the Parish Council's budget. Items included within number 5 are considered on a require basis. Cllr Mrs Deacon seconded, all in favour.</p> <p>Cllr Mrs Howard will act as point of contact with the Church to ensure the correct maintenance work is carried out.</p>	NOTE  EH

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15.	<b>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.</b>  This item was deferred until the next meeting.	
16.	<b>Councillors to propose amendments to be made to the website to ensure the information is up to date.</b>  This item was deferred until the next meeting.	
17.	<b>Correspondence to be reported.</b>  This item was deferred until the next meeting.	
18.	<b>Councillors to propose an agenda items to be included for the meeting to be held on Thursday 2<sup>nd</sup> July 2015, 7.00pm at the Abbotts Ann War Memorial Hall</b>  All items deferred from this agenda to the next meeting to be carried forward.  Cllr Deacon requested Pitts Path and path opposite Long Thatch are overgrown and arrange for these to be cut back.	<b>CLERK</b> <b>CLERK</b>

**Meeting closed at 10.03pm**