

ABBOTTS ANN PARISH COUNCIL
Minutes from the Meeting held on
Thursday 4th October 2018 at 19:00
at War Memorial Hall, Abbots Ann



Present: Parish Councillors A Hayter (Chairman), T Abram (Vice Chairman)
 C Teasdale, M Doherty, Mrs L Haigh.
 Borough Councillor Mrs M Flood and County Councillor A Gibson

Members of the Public: 7

Minutes: Mrs C L Cotterell (Clerk)

Meeting started 1900

AGENDA ITEM	ACTION
1 Apologies for Absence Apologies were received from Parish Cllrs Bleeker and Wells, Borough Cllr Stallard.	NOTED
2 Declarations of Interest Cllr Hayter declared a non-pecuniary interest in Items 8b and c.	NOTED
3 Chairman's Statement The Chairman read the following statement: "At the Parish Council meeting on 1st February, a member of the public attempted to disrupt proceedings by speaking without being invited to do so. As the meeting chairman, I exerted my authority to maintain order. In May a formal complaint was made over my conduct. This has been investigated and dismissed by the TVBC Monitoring Officer".	
4 Cllrs to agree the minutes to be an accurate record of the meeting held on 6th September 2018. The minutes were amended to add a payment to Item 16f – Fete Recycling Bins £73.99 - Proposed Cllr Teasdale, seconded Cllr Abram, all agreed.	
Item 9b (This item brought forward) Correspondence - Maintenance of BT Telephone Exchange, Duck Street. Several residents attended the meeting and updated Cllrs about the condition of the land around the telephone exchange. An official complaint has been lodged with BT and on 04/10/18 contractors visited and cleared the site but did not remove the vegetation – Action – PC to contact BT for an update on their programme of maintenance and to outline the problems to include pest problems (rats and foxes), not clearing vegetation and debris, danger to surrounding thatches and to suggest a visit from TVBC Environmental Dept.	Clerk
5 Actions/Updates to be reported <u>Actions from meeting held on 06.09.18</u> Item 6 – Contacted Stuart Morton (HCC) for update on ANPR system, no response received to this email. A follow up email has been sent and an out of office response was received to the 2 nd email. Item 10c – Letter sent to Police Crime Commissioner to request recruitment of more PCSOs. Item 11c – Photos of style of churchyard fences/gates sent to PCC. <u>Updates:</u> Cllr Stallard has reported the following regarding Burghclere Down emergency access and the play area next to Community Centre: <ol style="list-style-type: none"> 1. Emergency Access - A TVBC Officer has visited the site and tried the "suited" keys in TVBC possession used for bollards elsewhere. No match. He believes that they are the original padlocks put on by the developer. TVBC has never had the need to get through. Should TVBC ever need access, we would remove and replace the padlocks. Similarly, if there was an emergency and access was required, the padlock(s) would simply be broken by the emergency services. 2. Play Area - A TVBC Officer was asked to visit the site and to check again the lease plans for the community centre. It now appears that the lease demise does not include the play equipment, so the maintenance for the equipment would fall to TVBC. The Officer looked at the goal end and small toddler unit and has specified what needs to be done, such as painting. He has arranged for this to be added to the Asset Management Plan for 2019/20 but is hoping to schedule the work for this year. The other three play areas in Burghclere Down were creatively refurbished in 2018 and are in good condition. New PC website is up and running at www.abbottsann-pc.gov.uk - Cllrs congratulated the Clerk for her work in setting up the website. Cllr Haigh reported that telegraph poles appear to be doubled up in Duck Street – Cllr Gibson offered to provide a SSE customer relations contact.	Cllr Gibson

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6	<p>Public Participation - This item will be limited to 15 minutes, unless directed otherwise by the Chairman.</p> <p>None.</p>	
7	<p>Borough and County Councillors Reports</p> <p>Cllr Flood reported:</p> <ul style="list-style-type: none"> • TVBC has recently successfully prosecuted for flytipping and littering. • TVBC has been awarded Highly Commended in the Federation of Small Business Awards • Goodworth Clatford Neighbourhood Development Plan is on the website and may be of interest when PC are looking at the Village Design Statement. • Parish Councils will shortly receive an invite to a Briefing on the Landscape Character Assessment. <p>Cllr Gibson reported:</p> <ul style="list-style-type: none"> • Highways – Cllr Gibson is doing some research into the processes around reporting potholes and damage claims caused by potholes. • Cllr Gibson agreed to contact Stuart Morton (HCC) for an update on ANPR system. 	Cllr Gibson
8	<p>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.</p> <p>1. Cllrs to propose responses to be submitted to TVBC relating to the following applications:</p> <ol style="list-style-type: none"> a) 18/02304/FULLN - Single storey rear extension to form enlarged kitchen/family Room - 19 Bulbery Abbots Ann - No Objection – All Agreed. b) 18/02350/LBWN - Display of 2 externally illuminated name signs - The Poplar Farm Inn Old Salisbury Road Abbots Ann - No Objection – All Agreed. c) 18/02010/ADVN - Display of 2 externally illuminated fascia signs, 1 externally illuminated post sign, and 2 non-illuminated directional post signs - The Poplar Farm Inn Old Salisbury Road Abbots Ann - No Objection – All Agreed. d) 18/02429/TREES - T1 Cherry Tree – Fell - Upper Cottage Monxton Road Abbots Ann - No Objection – All Agreed. <p>2. Cllrs to receive update on the refusal of Planning Application 18/01584/FULLN - Cllrs felt the reasons given by planners for the refusal were helpful to provide information for future planning applications.</p>	
9	<p>Correspondence</p> <ol style="list-style-type: none"> a) Request to review Public Liability insurance cover for wildflower meadow maintenance – Cllrs agreed to accept £1m Public Liability specifically for the wild flower meadow maintenance using hand guided mowers or strimmers. Agreed to look at reviewing Standing Orders at the next Annual Meeting – Proposed Cllr Abram, seconded Cllr Haigh, all agreed. b) Maintenance of BT Telephone Exchange, Duck Street (Item was brought forward as above). 	
10	<p>Village Design Statement</p> <p>Cllrs to consider reviewing and updating the Village Design Statement</p> <p>Cllrs agreed to look at updating and resubmitting the VDS for approval – Cllrs to review the current document and provide comments for next meeting.</p>	Cllrs/ Ag item
11	<p>Play Area Quotations</p> <p>Cllrs to review quotations received for remedial works to play areas.</p> <p>Cllrs were provided with 3 quotations of £4,550.00, £5,631.00 and £6,408.00. Cllrs agreed to accept Contractor A price of £4,550.00 – Proposed Cllr Doherty, seconded Cllr Teasdale, all agreed.</p>	
12	<p>Trees at War Memorial Hall</p> <p>Cllrs to consider a planning application for crown lift of trees at WMH.</p> <p>The current permission granted work every 3 years in 2016. Cllrs agreed to submit a further application as the trees require further crown lifting now – Action - application to be submitted.</p>	Clerk
13	<p>Annual Governance and Accountability Return (AGAR)</p> <p>Cllrs to receive the External Audit Report and agree any actions required.</p> <p>Cllrs accepted the external auditors' report and certificate stating that the information provided in Sections 1 and 2 are in accordance with Proper Practices and there are no other</p>	

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	matters arising from the report. The auditor's report and Notice of Conclusion of Audit have been published on the PC website. Proposed Cllr Abram, seconded Cllr Doherty, all agreed.																									
14	<p>Employment Policies Cllrs to review updated Employment Policies.</p> <p>Draft copies of Disciplinary, Grievance, Equality & Diversity and Health & Safety at Work policies were presented. With one amendment to wording replacing Data Protection Act 1998 with General Data Protection Regulation 2018, all four policies were adopted and approved - Proposed Cllr Teasdale, seconded Cllr Haigh, all agreed.</p>																									
15	<p>Finance</p> <p>a) Cllrs to approve the Financial Statement for 1st to 30th September 2018 – Proposed Cllr Abram, seconded Cllr Teasdale, all agreed.</p> <p>b) Funding request for Fete Insurance 2018 of £170.25 – Proposed Cllr Abram, seconded Cllr Doherty, all agreed.</p> <p>c) Cllrs to approve the following payments to be made. Proposed Cllr Abram, seconded Cllr Teasdale, all agreed.</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;"><u>Payee</u></th> <th style="text-align: right;"><u>Amount</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>Clerks Salary - Oct (S/O)</td> <td style="text-align: right;">£830.11</td> <td>Clerks/office expenses (Sept)</td> <td style="text-align: right;">£58.15</td> </tr> <tr> <td>HMRC PAYE 2nd Qtr</td> <td style="text-align: right;">£135.84</td> <td>DM Payroll Services</td> <td style="text-align: right;">£40.50</td> </tr> <tr> <td>PKF Littlejohn LLP (Audit)</td> <td style="text-align: right;">£240.00</td> <td>Countrywide Grds Main (Sept)</td> <td style="text-align: right;">£934.00</td> </tr> <tr> <td>Fete Insurance 2018</td> <td style="text-align: right;">£170.25</td> <td>Grass cutting</td> <td style="text-align: right;">£14.01</td> </tr> <tr> <td>Hall hire Jan-Sept</td> <td style="text-align: right;">£123.50</td> <td>HCC Street Lighting</td> <td style="text-align: right;">£166.29</td> </tr> </tbody> </table> <p><u>Closing bank balance as at 30th September 2018 - £59,537.44</u></p>	<u>Payee</u>	<u>Amount</u>	<u>Payee</u>	<u>Amount</u>	Clerks Salary - Oct (S/O)	£830.11	Clerks/office expenses (Sept)	£58.15	HMRC PAYE 2nd Qtr	£135.84	DM Payroll Services	£40.50	PKF Littlejohn LLP (Audit)	£240.00	Countrywide Grds Main (Sept)	£934.00	Fete Insurance 2018	£170.25	Grass cutting	£14.01	Hall hire Jan-Sept	£123.50	HCC Street Lighting	£166.29	
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16	Next Meeting - Thursday 1 st November 2018 - 7pm – Community Centre, Burghclere Down																									

Meeting closed at 20.24

These minutes were approved and signed by the Chairman at the meeting held on
Thursday 1st November 2018