

**ABBOTTS ANN PARISH COUNCIL**  
**Minutes from the Meeting held on**  
**Thursday 6<sup>th</sup> April 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,  
Borough Councillor Mrs M Flood, County Councillor A Gibson

Members of the Public: 3

Minutes: Mrs Clare Cotterell – Clerk

Meeting started 19.01

AGENDA ITEM	ACTION
<p><b>1</b>      <b>Apologies for Absence</b>  Apologies were received from Cllrs Doherty, Wells and Borough Cllr Stallard.</p>	<b>NOTED</b>
<p><b>2</b>      <b>Declarations of Interest</b> – None</p>	
<p><b>3</b>      <b>Cllrs to agree the minutes to be an accurate record of the meeting held on 2<sup>nd</sup> March 2017.</b>  Clerk reported that Cllr Stallard requested that Item 7 be amended to read “were likely to choose not to add kerb side glass collection”.  Proposed to accept the minutes with the above amendment - Cllr Abram, seconded Cllr Teasdale, all agreed.</p>	
<p><b>4</b>      <b>Actions/Updates to be reported:</b>  <u>Clerk’s actions from last meeting:</u>  Item 4 – Responded to nursery school re planting and published Land Registry extract on website – completed  Item 7 – signed up for Recycling stars - completed  Item 10 – Notices posted for Parish Assembly - completed  Item 11b – Internal auditor for 2017/18 – ongoing  Item 13c – paperwork for Payroll Contract – completed  Item 14 – All contractors informed by letter - completed  <u>Updates:</u>  “Please use bin provided” signs have been received free of charge from Animal Welfare Officer and distributed at the meeting. Cllr Haigh agreed to place the signs.  The PCC recently requested a tidy up of the Churchyard/burial ground before Easter – it appears the previous contractor has not made a recent visit and when asked was unable to schedule in a final visit. Although the new contract is still to be finalised the new contractor has agreed to make an initial visit before Easter and charge it as their first visit of the contract. It was noted that the visit had taken place and the work carried out well and that the spring flowers had been left intact where possible.  The damaged litter bin by the bus shelter at Bulbery has been replaced by TVBC.  The new door for the telephone box and customised information signs have been ordered for delivery on 26<sup>th</sup> May.  A report has been received that the stile on FP7 (The Drove) was in need of repair/replacement, this has been reported to HCC Rights of Way department and assigned as a Priority 3. Clerk has requested to be kept informed of progress from HCC. Cllr Hayter to investigate who is the landowner.  Cllr Haigh reported that she has painted the telephone box. Cllr Haigh to bring a proposal to a future meeting for layout inside the box.  Sports Field Management Committee Lease (SFMC) Cllr Hayter confirmed there is no current agreement between the SFMC and Parish Council. It was agreed to set up a risk assessment document for the pavilion/field to cover the interim period until the lease is agreed. Clerk to confirm insurance cover for the interim period. Cllrs Hayter and Bleeker to meet with SFMC and agree a timeline to resolve the lease.</p>	<p style="text-align: center;"><b>Cllr Haigh</b></p> <p style="text-align: center;"><b>Clerk/Cllr Hayter</b></p> <p style="text-align: center;"><b>Cllr Haigh</b></p> <p style="text-align: center;"><b>Clerk/Cllrs Hayter/ Bleeker</b></p>
<p><b>5</b>      <b>Public Participation</b> –<i>This item will be limited to 15 minutes, unless directed otherwise by the Chairman.</i>  Correspondence (Item 10a brought forward)</p> <p style="margin-left: 20px;">a) Email regarding chalk recently deposited on graves in Burial Ground – two relatives attended the meeting and spoke regarding the distress caused by chalk deposited on their father’s grave and on other graves in the burial ground. The Chairman confirmed that the Clerk has tried to find out who was responsible but had been unsuccessful. The Clerk will arrange for topsoil and grass seed to replace the chalk deposits and Cllr Haigh will speak to the Vicar and put a notice in the magazine.</p>	<p style="text-align: center;"><b>Clerk</b></p> <p style="text-align: center;"><b>Cllr Haigh</b></p>

**ABBOTTS ANN PARISH COUNCIL**  
**Minutes from the Meeting held on**  
**Thursday 6<sup>th</sup> April 2017 at 19:00**  
**at War Memorial Hall, Abbots Ann**



<p><b>6</b></p>	<p><b>Borough and County Councillors Reports</b></p> <p>a) Borough and County Council reports  Cllr Flood reported:</p> <ul style="list-style-type: none"> <li>• Ian Carr standing down as Leader of TVBC. Phil North to be leader of Conservative Group and Ian Carr nominated to be Deputy Mayor – to be approved at Annual Council on 10<sup>th</sup> May.</li> <li>• Leisure Centre planning has been approved. Planning for the temporary pool to be submitted – to be sited on Shepherds Spring car park.</li> <li>• TVBC Highways have reported to HCC the damaged posts near school need to be replaced and suggested that new posts should be more visible particularly at night.</li> <li>• County Council elections are being held on 4<sup>th</sup> May.</li> <li>• Letter from HCC regarding the ANPR system will be forwarded by Cllr Flood.</li> </ul> <p>Cllr Gibson reported:</p> <ul style="list-style-type: none"> <li>• Cllr Gibson is unable to attend Parish Assembly on 21<sup>st</sup> April and Cllr Flood will read his report. He will apply for the 20mph speed limit in Abbots Ann and request that money collected from fines be put to find a traffic calming solution to St John's Cross.</li> <li>• Leisure facilities - other communities/villages are providing some classes/facilities while the rebuilding of the leisure centre is taking place.</li> <li>• Highways are reporting on issues with the previous contractor for repairing damaged roads.</li> </ul> <p>b) Cllr Hayter to provide an update regarding the ANPR system at Andover Business Park.</p> <p>Cllr Hayter provided an update from a meeting held on 28 March arranged by Cllr Zilliah Brooks and attended by HCC, TVBC and several Borough/Parish Councillors. The minutes from the meeting have been circulated to Cllrs. Signage on 100-acre roundabout is poor for Business Park entrance, HCC controlled cameras are now working but the data is not forthcoming from Goodmans camera, this is required to calculate fines for drivers that use Barred Routes. HCC don't have their own camera at the entrance. Current outline application from Goodmans for Plot 5 want to be excluded from ANPR, although a 2<sup>nd</sup> application from a new tenant accepts ANPR. Actions from the meeting were: TVBC/HCC looking at improving signage/visibility for entrance, TVBC legal department to review s106 agreement for HCC enforcement options with regard to Goodmans handing over their camera data.</p> <p>Cllr Gibson left the meeting at 20.23</p>	<p align="center"><b>Cllr Flood</b></p>
<p><b>7</b></p>	<p><b>Planning and Tree Work applications – Cllrs to propose a response to be submitted to TVBC relating to the following applications: Proposed Cllr Abram, seconded Cllr Teasdale.</b></p> <p>a) 17/00602/FULLN – Detached double garage in the front drive and a dormer window in the roof of the single storey family room – Timbertops, Old Salisbury Road, Abbots Ann – <b>Objection</b> - on the grounds that the garage is forward of the building line and obscures the view of the road from the neighbouring properties – <b>All agreed</b></p> <p>b) 17/00746/TPON – 2 Field Maples – 2metre Crown reduction – 16 Hillside, Abbots Ann – <b>No Objection – All agreed</b></p> <p>c) 17/00348/FULLN – Single storey extension &amp; extension to raised terrace (amended description, no further plans) – Abbots Edge House, 27 Cattle Lane, Abbots Ann – <b>No Objection – All agreed</b></p> <p>d) 17/00775/LBWN – Internal alterations including removal of sections of internal walls &amp; insertion of new; blocking up of &amp; alterations to existing openings &amp; creation of new openings; removal of false ceilings – The Old Rectory, Church Road, Abbots Ann – <b>No Objection – All agreed</b></p> <p>Cllr Flood left the meeting at 20.29</p>	
<p><b>8</b></p>	<p><b>AAPC 3yr Maintenance Contract</b></p> <p>Cllrs to review draft contract and approve.</p> <p>Proposed to accept the contract with some amendments. Cllr Abram to amend and send the contract to the contractor Countrywide Grounds Maintenance. Agreed that Clerk will maintain regular contact with the contractor. Proposed Cllr Bleeker, seconded Cllr Teasdale, all agreed.</p>	<p align="center"><b>Cllr Abram Clerk</b></p>

**ABBOTTS ANN PARISH COUNCIL**  
**Minutes from the Meeting held on**  
**Thursday 6<sup>th</sup> April 2017 at 19:00**  
**at War Memorial Hall, Abbots Ann**



<b>9</b>	<p><b>Risk Assessment Schedule</b></p> <p>Cllrs to review and approve the Risk Assessment documents.</p> <p>The risk management schedule and risk assessment documents for the churchyard/burial ground, play areas, open spaces and trees and health related issues were all approved and adopted and to be reviewed in January 2020. The risk assessment for dog fouling to be completed and adopted at a future meeting. Proposed Cllr Abram, seconded Cllr Bleeker, all agreed.</p>	<b>Cllr Haigh</b>																																										
<b>10</b>	<p><b>Correspondence</b></p> <p>b) Cllrs to note correspondence from former Parish Magazine team - Cllrs Hayter and Abram confirmed they had met with the former magazine team at the team's request but in a personal capacity and not as representatives of the Parish Council. Cllrs Hayter and Abram went to listen and although asked for support from the Parish Council declined to offer it. It was clear that the relationship between PCC and the former magazine team had broken down and the magazine team has resigned. The team asked that this was recorded by the Parish Council as correspondence.</p> <p>A vote of thanks to the team for their efforts over 14 years was unanimously agreed by all and to forward a copy of the correspondence to the PCC, as requested. It was agreed, based on the correspondence received and for the avoidance of any doubt, to request going forward that the PCC publish where any proceeds from the magazine are directed.</p> <p>Cllr Abram proposed to extend the meeting by 15 minutes, seconded Cllr Teasdale, all agreed.</p>																																											
<b>11</b>	<p><b>Sports Field Committee Grant</b></p> <p>Cllrs to consider providing an annual grant to Abbots Ann Sports Field Committee for expenses incurred in providing recreational facilities, under Local Government (Miscellaneous Provisions) Act 1976 s19 (3) – amount to be reviewed annually - It was agreed to defer this item until the lease is completed.</p>	<b>Deferred</b>																																										
<b>12</b>	<p><b>Play areas Quarterly Inspection Report</b></p> <p>Cllrs to receive the Quarterly Inspection report for the play areas – The report was received and noted with no actions to be carried out.</p>	<b>Noted</b>																																										
<b>13</b>	<p><b>Finance:</b></p> <p>a) Cllrs to approve the Financial Statement for 1<sup>st</sup> to 31<sup>st</sup> March 2017 – Proposed Cllr Bleeker, seconded Cllr Abram, all agreed.</p> <p>b) Cllrs to approve the Annual Statement of Accounts for 2016/2017 and Bank Reconciliation to 31<sup>st</sup> March 2017 (unaudited) - Proposed Cllr Teasdale, seconded Cllr Abram, all agreed.</p> <p>c) Cllrs to approve the following payments to be made – Proposed Cllr Abram, seconded Cllr Haigh, all agreed.</p> <table border="0" data-bbox="379 1397 1251 1576"> <thead> <tr> <th><u>Cheque</u></th> <th><u>Payee</u></th> <th><u>Amount</u></th> <th><u>Cheque</u></th> <th><u>Payee</u></th> <th><u>Amount</u></th> </tr> </thead> <tbody> <tr> <td>1158</td> <td>Clerk expenses</td> <td>£88.30</td> <td>1159</td> <td>BT Qtrly bill</td> <td>£77.47</td> </tr> <tr> <td>1160</td> <td>Clerk salary</td> <td>£-</td> <td>1161</td> <td>HALC Cllr training</td> <td>£432.00</td> </tr> <tr> <td>1162</td> <td>AAFPS Fencing</td> <td>£464.20</td> <td>1163</td> <td>Vita Play Qtrly Insp</td> <td>£235.20</td> </tr> <tr> <td>1164</td> <td>CPRE Subs</td> <td>£36.00</td> <td>1165</td> <td>CiCLA Reg Fee</td> <td>£250.00</td> </tr> <tr> <td>1166</td> <td>TVBC Waste collection</td> <td>£833.11</td> <td>1167</td> <td>HALC/NALC Fees</td> <td>£548.00</td> </tr> <tr> <td>1168</td> <td>HCC Lighting Mar 2017</td> <td>£188.15</td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>d) Cllrs to review budget figure for Legal Fees for 2017/18 – agreed to increase this budget item by £1000.00 to £1600.00 from general reserves – Proposed Cllr Teasdale, seconded Cllr Bleeker, all agreed.</p> <p>e) Cllrs to approve the expenditure for the Parish Assembly of up to £120.00 - Proposed Cllr Bleeker, seconded Cllr Teasdale, all agreed.</p>	<u>Cheque</u>	<u>Payee</u>	<u>Amount</u>	<u>Cheque</u>	<u>Payee</u>	<u>Amount</u>	1158	Clerk expenses	£88.30	1159	BT Qtrly bill	£77.47	1160	Clerk salary	£-	1161	HALC Cllr training	£432.00	1162	AAFPS Fencing	£464.20	1163	Vita Play Qtrly Insp	£235.20	1164	CPRE Subs	£36.00	1165	CiCLA Reg Fee	£250.00	1166	TVBC Waste collection	£833.11	1167	HALC/NALC Fees	£548.00	1168	HCC Lighting Mar 2017	£188.15				
<u>Cheque</u>	<u>Payee</u>	<u>Amount</u>	<u>Cheque</u>	<u>Payee</u>	<u>Amount</u>																																							
1158	Clerk expenses	£88.30	1159	BT Qtrly bill	£77.47																																							
1160	Clerk salary	£-	1161	HALC Cllr training	£432.00																																							
1162	AAFPS Fencing	£464.20	1163	Vita Play Qtrly Insp	£235.20																																							
1164	CPRE Subs	£36.00	1165	CiCLA Reg Fee	£250.00																																							
1166	TVBC Waste collection	£833.11	1167	HALC/NALC Fees	£548.00																																							
1168	HCC Lighting Mar 2017	£188.15																																										
<b>14</b>	<p><b>Next Meetings:</b></p> <p>Parish Assembly – 21<sup>st</sup> April 2017 – 7pm - War Memorial Hall</p> <p>Annual General Meeting of the Parish Council – 11<sup>th</sup> May 2017 – 7pm War Memorial Hall</p>																																											

**Meeting closed at 21.15**

**These minutes were approved and signed by the Chairman at the meeting held on 11<sup>th</sup> May 2017**