

ABBOTTS ANN PARISH COUNCIL
Minutes from the Meeting
held on Thursday 1st June 2017 at 19:00
at War Memorial Hall, Abbots Ann



Present: Parish Councillors T Abram (Vice Chairman), Mrs L Haigh,
C Teasdale, D Wells, M Doherty, Borough Councillor G Stallard.
Members of the Public: 3 - plus Cllr Z Brooks and Cllr J Lovell
Minutes: Mrs Clare Cotterell – Clerk
Meeting started 19.02

AGENDA ITEM		ACTION
1	Apologies for Absence Apologies were received from Cllrs Hayter, Bleeker, Borough Cllr Flood and County Cllr Gibson.	NOTED
2	Declarations of Interest – None	
3	Cllrs to agree the minutes to be an accurate record of the meeting held on 11th May 2017 – Proposed Cllr Wells, seconded Cllr Teasdale, all agreed.	
4	Actions/Updates to be reported: Clerk's report: Item 6 – Clerk has fed back comments to maintenance contractor and published the contract and schedule of works on the website. Tree on FP4 – Clerk is investigating owner of land. Stile FP7 – Clerk has contacted agent for different options. Item 8a – objection to 17/00677/FULLN submitted to TVBC on 16 th May 2017. Dates and venues for 27 th July and 7 th December were discussed as WMH is unavailable. Agreed to use the Pavilion for 27 th July and hold the December meeting at Burghclere Down – Clerk to arrange bookings. Cllr Abram to provide details for pension proposal to Cllr Hayter. 17/00043/OUTN - Cllr Abram confirmed he had not forwarded the further objection to TVBC – Cllr Abram to forward to Clerk to submit.	Clerk Cllrs Abram/ Hayter Cllr Abram/ Clerk
5	Public Participation – <i>This item will be limited to 15 minutes, unless directed otherwise by the Chairman.</i> One resident requested the opportunity to read a statement under Item 16.	
6	Funding Request Cllrs to consider a Funding Request for the Hand Bell Ringers Two representatives of the Hand Bell Ringers attended the meeting and gave an overview of their plans for purchasing new bells and providing performances at various community events. Cllrs agreed to the funding request of £650.00 on condition that the Hand Bell Ringers provide a written commitment from the PCC that the new bells will belong to the community. Approved Cllr Haigh, seconded Cllr Wells, all agreed.	
7	Borough and County Councillors Reports Cllr Stallard reported: <ul style="list-style-type: none"> • Recently a meeting was held at Burghclere Down regarding a proposed management scheme, to be agreed with residents, for the trees between A303 and Burghclere Down which are owned by TVBC. Residents were invited to email the tree officer with their views on options presented. • Work has started on the revision to the new Borough local plan. Cllrs will be invited to a workshop to discuss issues and options for new local plan targeted for adoption in 2021. • War Memorial Hall – As Trustee for WMH, Cllr Stallard is looking for nominations by email for two community cups. 	
8	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. a) 17/01142/AGNN – Application for prior notification of agricultural or forestry development – Agricultural Store Building – Eastover Farm, Salisbury Road, Abbots Ann – No Objection – all agreed. b) 17/01239/TREEN – Fell 1 Cypress Tree – 2 Dunkirt Lane, Abbots Ann – No Objection – all agreed. c) 17/01305/TPON – 1 Field Maple – Crown raise by 4 metres, crown reduction by up to 2 metres, clearance works to provide 1-1.5 metres from service cables – 16 Hillside, Abbots Ann – No Objection – all agreed.	

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9	<p>Proposal to issue a Freedom of Information Request to HCC and TVBC in respect of the ANPR system and funding the request.</p> <p>The details of the FOI request were not available at the meeting. Cllr Hayter to circulate the details to all Cllrs. Cllrs approved the proposal to issue and fund the FOI requests to HCC and TVBC – Proposed Cllr Wells, seconded Cllr Haigh, all agreed.</p> <p>Cllrs Zilliah Brooks and Jan Lovell were both present at the meeting and explained their previous efforts to obtain data from the ANPR system. They also offered to assist the Parish Council in their efforts and provide any information required going forward.</p>	Cllr Hayter
(16)	<p>HCC Signing Installation Proposal – (Item brought forward at the discretion of the Chairman)</p> <p>Cllrs to propose a response to HCC’s signing proposal for Little Ann Road</p> <p>A resident read a statement regarding previous damage caused by vehicles to properties in the area and which has been regularly reported to HCC. The resident supports the HCC signing proposal.</p> <p>Agreed for Parish Council to respond to HCC fully supporting their efforts and hope it will improve the traffic situation in Little Ann Road.</p>	Clerk
10	<p>Cllrs to review, revise and adopt the following Council policies:</p> <ul style="list-style-type: none"> a) Code of Conduct – The revised policy was reviewed and adopted with no further amendments – Proposed Cllr Wells, seconded Cllr Doherty, all agreed. b) Data Protection Policy – The draft policy was reviewed and adopted with no amendments – Proposed Cllr Wells, seconded Cllr Doherty, all agreed. 	
11	<p>Cllrs to receive and review Internal Auditors Report for 2016/17 and provide an action plan.</p> <p>Cllrs received and reviewed the report from the Internal Auditor for 2016/17. The items highlighted in the report were:</p> <ul style="list-style-type: none"> 1. To sequentially number loose leaf minutes in accordance with LGA 1972, Sched 12, para 41(2) – This action already completed by the Clerk with effect from April 2017. 2. Website – Auditor’s suggestion that the Parish Council should have its own website rather than its own section within the community website. Cllrs reviewed the current arrangement and agreed to continue with community website. – Cllr Haigh to confirm with website administrator the risk to PC documents, clarify who owns the website and request that the PC becomes a customer with authority to edit its own pages. 3. Data Protection Registration – Both Clerk and Chairman have carried out the self-assessment proforma on the Information Commissioner’s website for Data Protection Registration and the result recorded was there is currently no requirement to register but could voluntarily. Agreed not to register at this time. <p>Proposed Cllr Wells, seconded Cllr Teasdale, all agreed.</p>	Cllr Haigh
12	<p>Sports Field Committee</p> <ul style="list-style-type: none"> a) To confirm event insurance is in place for the Sports Field Committee – SFC have confirmed their insurance is in place from 30 May 2017. b) Cllrs to approve draft Terms of Reference for the Sports Field Committee – It was queried that there is no mention of the Bulbery play area within the ToR, agreed the responsibility for the play area will be part of the lease agreement – Approved the draft ToR with amendment for one spelling error - Proposed Cllr Haigh, seconded Cllr Wells, all agreed. 	
13	<p>Finance:</p> <ul style="list-style-type: none"> a) Cllrs to approve Section 1 – Annual Governance Statement 2016/17 of the Annual Return – Completed, approved and signed – Proposed Cllr Doherty, seconded Cllr Teasdale, all agreed. b) Cllrs to approve Section 2 – Accounting Statements 2016/17 of the Annual Return – Approved and signed – Proposed Cllr Teasdale, seconded Cllr Haigh, all agreed. RFO advised Cllrs that AAPC has been selected, by the auditors, as part of a random 5% sample to complete an Intermediate Review Questionnaire. This has been completed and will be submitted with the Annual Return documentation. c) Cllrs to approve the Financial Statement for 1st to 31st May 2017 – Proposed Cllr Haigh, seconded Cllr Teasdale, all agreed. 	

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	<p>d) Cllrs to approve the following payments to be made – Proposed Cllr Haigh, seconded Cllr Wells, all agreed.</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;"><u>Cheque</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>1177</td> <td>Transfer of PC Funds to new bank account</td> <td style="text-align: right;">£22,130.00</td> </tr> <tr> <td>0001</td> <td>Clerk Salary</td> <td style="text-align: right;">£-</td> </tr> <tr> <td>0002</td> <td>Clerk/Office Expenses</td> <td style="text-align: right;">£54.82</td> </tr> <tr> <td>0003</td> <td>Countrywide Grounds Maintenance</td> <td style="text-align: right;">£934.00</td> </tr> <tr> <td>0004</td> <td>X2Connect Ltd – Phone box door & signs</td> <td style="text-align: right;">£1,443.60</td> </tr> <tr> <td>0005</td> <td>Hampshire County Council The Green Lease</td> <td style="text-align: right;">£1.00</td> </tr> <tr> <td>0006</td> <td>J K Murray – Internal Audit</td> <td style="text-align: right;">£200.00</td> </tr> <tr> <td>0007</td> <td>L Haigh (expenses Training & P Assembly)</td> <td style="text-align: right;">£10.49</td> </tr> </tbody> </table>	<u>Cheque</u>	<u>Payee</u>	<u>Amount</u>	1177	Transfer of PC Funds to new bank account	£22,130.00	0001	Clerk Salary	£-	0002	Clerk/Office Expenses	£54.82	0003	Countrywide Grounds Maintenance	£934.00	0004	X2Connect Ltd – Phone box door & signs	£1,443.60	0005	Hampshire County Council The Green Lease	£1.00	0006	J K Murray – Internal Audit	£200.00	0007	L Haigh (expenses Training & P Assembly)	£10.49	
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14	<p>Cllrs to propose alterations to Telephone Box and costs</p> <p>Cllr Haigh proposed installing 2 noticeboards with sign above, (1 for community group information and 1 for what's on notices), literature dispensers, tiling the floor with quarry tiles, providing a seat and a solar powered light. Proposed expenditure up to £250.00 – Proposed Cllr Doherty, seconded Cllr Haigh, all agreed.</p>																												
15	<p>Cllrs to propose community bulb planting scheme</p> <p>Cllr Abram proposed the PC fund the purchase of bulk bag of bulbs for planting around the village during October. Bulbs to be sold from the shop with plan of areas to plant and proceeds should cover costs of bulbs, shop expenses (printing/bags etc) and provide funds to purchase bulbs next year. Agreed expenditure up to £50.00 – Proposed Cllr Abram, seconded Cllr Haigh, all agreed.</p>																												
16	<p>HCC Signing Installation Proposal – (Item moved forward as above)</p>																												
17	<p>Cllrs Portfolios</p> <p>Cllrs to provide updates and plans for their portfolios:</p> <p>Cllr Doherty (Trees) to obtain data of trees from the Tree Warden and Cllr Abram to provide details of the TPOs.</p> <p>Cllr Teasdale (Footpaths/Tidy Village) to liaise with Countryside group re walks to be advertised. Cllr Haigh will add Cllr portfolio details to website.</p> <p>Cllr Abram (Traffic) continuing to support 20mph zone outside school and liaising with and lobby HCC for funds for St Johns Cross. Cllr Abram will propose a public transport survey to be circulated in the next few months.</p>	<p>Cllrs Doherty/ Abram</p> <p>Cllrs Haigh/ Teasdale</p> <p>Cllr Abram</p>																											
18	<p>Next Meeting – 6th July 2017 at 7pm War Memorial Hall</p>																												

Meeting closed at 20.32

These minutes were approved and signed by the Vice Chairman at the meeting held on 6th July 2017