

**MINUTES OF THE ORDINARY MEETING HELD IN THE AWBRIDGE  
VILLAGE HALL ON THURSDAY, 10 MARCH 2016**

**Present:** Cllrs Allen (**PA**), Caplen (**MC**) (Chair), Daley (**CD**) Jones (**TJ**) Legon (**PL**) Wheeler (**SW**)

**In attendance:** Fred Tucker, Warden, All Saints Church, 3 members of the public.

**Apologies:** Cllr Roy Perry (**RP**) HCC, Cllrs Gordon Bailey (**GB**), Nick Adams-King (**NAK**) TVBC

**Clerk:** Ian Milsom

**Action**

1. 544 **Welcome and apologies for absence**  
**MC** welcomed everyone to the meeting, apologies above.
  
2. 545 **Declarations of interest**  
Members are asked to declare any interest, and the nature of that interest, which they may have in any of the items under consideration at this meeting.  
  
In respect of item 9. on the agenda, **SW** advised that she lives next door to the Stanbridge Earls School site.
  
3. 546 **Minutes**
  - I. To confirm the minutes of the meeting held on 28 January 2016.  
Confirmed as an accurate representation of the business conducted subject to the following amendment:  
Item 531, penultimate paragraph, line three. Change 'three' to 'four'. (candidates).
  - II. Information update on items not on the agenda or in the work plan.  
There were no items not on the agenda or in the work plan.
  
4. 547 **Vote of thanks**  
To minute the Council's thanks to retired Member Pamela Harvey for her valued contribution to the work of the Council.  
  
Proposed by **MC** seconded by **PA** all in agreement, clerk to write to Pamela Harvey. Fred Tucker requested that All Saints Church thanks be added to the proposed letter.
  
5. 548 **County, Borough Councillor and Clerk's reports**  
**MC** read out the written report provided by Cllr Perry  
**NAK** provided a verbal report which covered:
  - The availability of the Local Plan
  - Cllr Adams-King will be attending meetings of the Roak Manor Group in place of Cllr Roy Perry

**Clerk**

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- Super-Fast Broadband
- Council tax increases
- Devolution. PUSH group of councils submitting a separate bid. Current local set up will change in some way.

The clerk circulated copies of his written report and highlighted the purchase of a Council laptop funded by the government's Transparency Fund. A decision needs to be made regarding ongoing access to Microsoft Office 365 and McAfee online security. Proposed by **MC**, seconded by **CD** that a yearly licence to operate both these packages be purchased. All in favour

**Clerk**

**6. 549 Public observations/questions on agenda items (*Standing Item*)**

To suspend the business of the Council to allow members of the public to make observations or put questions to the Council about items on the agenda.

This will include seeking the views of members of the public regarding:

- a. the establishment of a Community Speed Watch Scheme;
- b. inviting to the Annual Parish Assembly a representative from the developer Audley Court Limited, who are proposing to build a retirement village on the site of the former Stanbridge Earls School.

Community Speed Watch Scheme

PA gave information regarding a previous unsuccessful attempt to establish a speed watch scheme in Awbridge. Following discussion, it was clear that there is no enthusiasm to pursue a further attempt.

Annual Parish Assembly

After discussion it was agreed, subject to the imposition of a closed time slot, to invite to the Annual Assembly, Benedict Krauze, Planning Director, Audley Court Ltd, to talk about the proposed Retirement Village. It was also agreed that a number of key questions be drawn up prior to the meeting. The following questions were suggested:

- Widening of access road
- Impact on GP services

**7. 550 Co-option of Councillors**

To discuss and agree a way forward in filling the one remaining member vacancy

Following discussion, it was agreed that the clerk contact potential co-optees, Grahame Jackson and Liam O'Connell and ask for written submissions regarding their knowledge and skills. Place a deadline of 20 April 2016. Invite both, as appropriate, to the May 2016 parish council meeting.

**Clerk**

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## 8. 551 Finance

### I. Pensions auto enrolment

To discuss actions required to comply with the new pensions regulations and to agree a lead member to carry this forward.

**MC** gave brief background and mentioned his involvement, along with former councillor Pam Harvey. **CD** volunteered to take this forward. **MC** will forward all information so far received to **CD**.

**CD/  
MC**

### II. External audit arrangements from 2017

To discuss and reach a decision whether to opt in or opt out of the external audit arrangements that Smaller Authorities, Audit Appointments Limited (SAAA) is putting in place.

Proposed by **MC**, seconded by **PL** that Awbridge Parish Council opt into the scheme. All in favour.

### III. Council reserves policy

To consider the report by the RFO concerning a reserves policy, and the establishment of earmarked reserves for the maintenance and replacement of capital items in Council's ownership.

**Clerk**

Carried forward to May 2016 meeting.

### IV. Draft policy on councillor expenses

To discuss the draft policy, previously circulated, for councillor expenses and to consider its adoption.

After discussion it was proposed by **MC**, seconded by **CD**, all in favour, that the draft policy be adopted subject to the addition of the following conditions:

Hotel expenses for overnight stay - limit of £100 per night on hotels outside London, £150 inside London.  
Limit of £20 per day on food and refreshments, no alcoholic drinks.  
Chairman's Allowance £20 per year.

**Clerk**

### V. Bank account signatories

To review the current signatory arrangements and to agree any signatory deletions and/or additions

It was agreed that **SW**, **TJ** and the clerk be added to the mandate, and former councillor Pam Harvey removed

**Clerk**

### VI. Bank reconciliation

Agreed and counter-signed by **PA**.

The clerk requested that **PA** obtain a duplicate bank statement for February 2016, no original having been received.

**PA**

### VII. HM Queen Elizabeth 11 90<sup>th</sup> Birthday Commemorative Medals marketed by Tower Mint Limited

To consider whether the Council should purchase any of the medals, and for what purpose. Cost per unit is £1.99 excluding VAT and

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carriage. Minimum order 50 units.

After discussion the Council decided not to purchase any commemorative medals.

### **VIII. Cheque payments**

To authorise cheque payments.

The following payments were authorised:

<b>Cheque</b>	<b>Amount</b>	<b>Payee</b>	<b>Reason</b>	<b>Prop.</b>	<b>Sec.</b>	<b>All in fav'r</b>
0122	£1198.54	Ian Milsom	Salary 14/12/15-27/3/16 + back pay adjustment	<b>MC</b>	<b>PA</b>	<b>Yes</b>
0123	£411.48	Ian Milsom	Refund of cost of purchase of Asus laptop for Parish Council	<b>MC</b>	<b>PA</b>	<b>Yes</b>
0124	£268.60	Post Office Ltd	PAYE December 2015-March 2016	<b>MC</b>	<b>PA</b>	<b>Yes</b>
0125	£72.00	Awbridge District Village Association	Cost of producing and circulating insert in March Edition of Parish Newsletter	<b>MC</b>	<b>PA</b>	<b>Yes</b>

## **9. 552 Planning**

### **I. Proposed development at Stanbridge Earls**

To discuss and agree whether to extend an invitation to a representative from Audley Court Ltd to attend the Annual Parish Assembly on 21 April 2016 in order to outline that company's plans for the creation of a retirement village at the former Stanbridge Earls School site.

It was proposed by **MC**, seconded by **SW**, all in favour, that an invitation be extended to Audley Court Ltd, subject to a time limit of 30 minutes, agenda permitting.

**Clerk**

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**II. To confirm the Council's response to planning applications of which it has been notified.**

**16/00437/FULLS**

Copse House, Saunders Lane

Provision of lean-to roof to utility, remove boarding and provide brick skin, and installation of window at rear. Closing date 15 March 2016.

Proposed by **SW**, seconded by **MC** that Council's response be 'No Objection'. All in favour.

**16/00412/VARS**

**Clerk**

The Copse, Danes Road, Shootash

Removal of condition 6 of 13/01954/FULLS (Replacement dwelling) which restricts occupancy of the dwelling to a person solely or mainly working, or last working, in the adjacent builder's yard, or a widow or widower of such a person, and to any resident dependants. Closing date 25 March 2016.

It was proposed by **MC**, seconded by **PA** that Council's response be 'Object', for the following reason:

"The Restrictions, originally, were obviously put in place for a good reason, and applied to the new building. The Parish Council is not aware of any good reason why they should be removed".

**Clerk**

All in favour.

**16/00367/FULLS**

Land adjacent to The Thatch Cottage, Erles Coombe, Church Lane. Erection of dwelling. Closing date 25 March 2016.

It was proposed by **PL**, seconded by **TJ**, that Council's response should be 'Object', for the following reasons:

"There are a number of apparent anomalies in the supporting documentation, particularly the biodiversity check list. This is not an urban environment and the stated benefits of development do not fit in this context. The Parish Council has serious concerns about drainage, and water run-off from the site".

**Clerk**

**10. 553 Standing Orders - Motion**

To consider a motion that Standing Order **3a**\* be amended to allow a vote by paper ballot and, if appropriate, to decide the circumstances under which a request for a paper ballot can be made, and the process for making such a request.

*\*(3a) "Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his vote for or against that question. Such a request shall be made*

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*before moving on to the next item of business on the agenda”).*

Motion not carried. There were 4 votes against 1 for and 1 abstention.

**11. 554 New work plan (*Standing Item*)**

- I. To review progress and timeframes, this to include the possible solutions to traffic issues discussed at the November 2015 meeting.

Deferred until May meeting.

**Clerk**

**12. 555 HCC Countryside Service Small Grants Scheme (SGS)**

Council has received a grant from HCC Countryside service to support the creation of an ‘Exploring Awbridge’ leaflet for the purpose of promoting informed access to the countryside around the parish.

To discuss the establishment of a working group for the purpose of designing and producing the Exploring Awbridge leaflet.

**TJ** agreed to lead on this project and this was formally proposed by **MC**, seconded by **SW**, all in favour.

**13. 556 Correspondence (*Standing Item*)**

To receive a list of correspondence

The clerk brought the following to the attention of the Parish Council:

1. Letter from parishioner in opposition to the village flag pole proposal.

**TJ** advised that amongst the Awbridge Facebook network there were thirty individuals in favour of having a flagpole.

2. Letter from Barclays Bank advising that Business Saver Accounts will now be known as Business Premium Accounts, with no change to the terms and conditions applying.
3. Letter passed to the clerk within the meeting by **MC** confirming his resignation from the Parish Council with immediate effect.

The meeting closed at 9.30p.m.

**14. 557 Date of next meeting and venue**

The next meeting will be the Annual Parish Assembly on 21 April 2016, commencing at 7.30pm in the Village Hall.

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