

AWBRIDGE PARISH COUNCIL

Minutes of the meeting of Awbridge Parish Council held in Awbridge Village Hall, Romsey Road SO51 0HG on Thursday, 28th February 2019 at 7.30pm

Present: Cllrs Daley (**CD**) (Vice Chair), Jackson (**GJ**), Seymour (**KS**), Wheeler (**SW**).
In attendance: TVBC Cllr Nick Adams-King (**NAK**), Fred Tucker (**FT**), Church Warden, All Saints Church, Awbridge, Two members of the public
Apologies: Cllr Allen (Chair), HCC Cllr Roy Perry, TVBC Cllr Gordon Bailey
Clerk: Ian Milsom

Action

1. 12/19 Apologies for absence

Apologies received and accepted from Cllr Allen.

CD chaired the meeting in the absence of Cllr Allen.

2. 13/19 Declarations of interest

No declarations of interest were made.

3. 14/19 Reports and presentations

NAK provided a verbal report covering: -

TVBC Councillor Grant Programme.

Due to a range of calls on the limited funds remaining in the programme, it was not possible on this occasion to make a grant towards the cost of a new parish council notice board in Danes Road. Council agreed that renewal of this noticeboard can be postponed until the new financial year 2019/20 when submission of a fresh grant application will be considered.

Community Infrastructure Levy (CIL).

Parish councils can bid against the two million-pound CIL fund available to Test Valley Borough Council. There is no upper financial limit on applications. NAK suggested that a Multi Use Games Area and further traffic calming measures (Pinch points on main road routes into the village) might be appropriate projects for the community to consider for a CIL funding application. NAK offered to have TVBC highway engineers scope an outline cost for the provision of an appropriate number of pinch points.

NAK

Planning

An application for a retirement home at Kents Oak is in the pipeline.

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Hampshire County Council Parish and Town Council Investment Fund (PTCIF)

Michelmersh & Timsbury Parish Council are hosting an event on 27th March 2019, when a representative from Hampshire County Council (HCC) will provide information about the PTCIF. The PTCIF sits within a framework of HCC further developing its working relationship with parish and town councils. There may be more opportunities for town and parish councils to work in partnership with HCC in the provision of services at a local level, as exemplified by the Lengthsman Scheme. **NAK** encouraged Awbridge to send a delegate to this event.

All

Superfast Broadband

Open Reach have agreed that in the process of installing a new box to service Audley Stanbridge Earls, lines will be made available to provide superfast broadband to properties in Stanbridge Lane. This will result in further closure of Stanbridge Lane, between 9.00am and 3.00pm for a period of two weeks.

Awbridge Parish Assembly 28th March 2019

Rules around the forthcoming local government elections permitting, **NAK** will come and talk about Romsey Futures.

Parish Clerk

The clerk advised that a few copies of the National Association of Local Councils literature regarding prospective parish councillors had been received from Hampshire Association of Local Councils. Further copies could, if deemed appropriate, be ordered to support a focused slot at the Annual Parish Assembly about standing as a parish councillor.

All

4. 15/19 Public observations/questions on agenda items

FT advised that following 'in principle' support for the proposed Church Lane/All Saints development by the Parish Council, and a subsequent approach to TVBC Planning Department, submission of a pre-application is being actively considered. It was agreed by Members that this should be placed as an agenda item for the Annual Parish Assembly at the end of March.

Clerk

Bench at war memorial. This requires replacing following a road traffic incident. **KS** will forward details to the clerk, who will pass to the Council's insurance broker.

**KS/
Clerk**

Kents Oak. A member of the public requested that the proposed Kents Oak development be placed as an agenda item for the Annual Parish Assembly.

Clerk

Pothole on Dunbridge Lane. This has been repaired once before. Southern Water have determined that the flowing water that is contributing to the deterioration of the road surface is ground water, possibly from a nearby spring. HCC Highways Engineer has

**HCC
High-
ways**

visited the site and will look at installing drainage to address the problem. This will take place when the better weather arrives and there is little point in again repairing the pothole until this remedial work has been completed.

5. 16/19 Minutes

It was proposed by **GJ**, seconded by **KS** that the minutes be accepted as a true record of the business conducted.

Information update on items from the meeting on 10th January 2019 not on the agenda.

- replacement noticeboard at Awbridge School.

This was covered under agenda item **3. 14/19** above.

6 17/19 Annual Parish Assembly 28th March 2018

There was a general discussion about the structure of the agenda and the arrangements for the evening.

The clerk confirmed that to date there had been no response to calls for local voluntary and community organisations to have information tables in the main hall. **GL** proposed placing a piece on Facebook at a cost of £5-£10. This was seconded by **CD** and **carried** by a vote of 3-1, with **SW** abstaining.

GJ

The following agenda items (Running order to be confirmed) were agreed:

Clerk

- Ideas for the use of the Community Infrastructure Levy (CIL)
- Becoming a parish councillor
- Neighbourhood Development Plan
- Kents Oak planning proposal
- Church Lane/All Saints Church planning proposal
- Role of the Lengthsman
- Proposed transport service to shopping and post office amenities at Hill Farm Caravan Park, Sherfield English.

7. 18/19 Speed Sign Maintenance

To receive a verbal update from the clerk, and to agree: -

1. to act as lead council in this matter
2. to accept the contract for this service

The clerk reiterated the background information previously circulated about this issue. TVBC are withdrawing from the

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provision of the maintenance service. The TVBC officer who currently carries out the service has offered to continue this on a direct contractor basis, largely within the terms of the existing TVBC contract.

The cost of maintaining the Speed Sign [Correctly termed Speed Limit Reminder (SLR)] is shared with Broughton Parish Council who, it is understood, are in favour of continuing with the new contract.

After discussion, it was proposed by **KS**, seconded by **SW** that subject to the contract amendments detailed below, Awbridge Parish Council agrees to act as the lead parish in this matter and to accept the new contract. **Resolved**

Contract amendment:

- A numbered paragraph is inserted confirming 'The Contractor is responsible for any injury or damage caused by his negligence and agrees to indemnify the Council should a claim be directed towards it as a result of such negligence.'

Clerk

8. 19/19 Neighbourhood Development Plan (NDP)

CD provided a verbal update, including a brief history of the process to date. The survey questionnaire achieved a fifty-percent return rate and the feedback from parishioners highlighted the following areas of focus:

- Community Hub / Local Amenities
- Traffic, Parking, Roads, and Transport
- Affordable housing requirements
- Footpaths and wildlife
- Communications

Further research was deemed necessary to develop these themes, and efforts were made to recruit volunteers to assist with this.

Currently there are volunteers focusing on local amenities, and footpaths & wildlife and further efforts will be required to recruit support to cover the remaining focus areas. **CD** will raise this at the Annual Parish Assembly on 28th March. **NAK** added that funding will be available from TVBC to support the progress of the NDP, and that some TVBC officer support may be available, together with knowledge and expertise from neighbouring parishes who are further along with the development of their local plans.

**CD/
Clerk**

CD advised that he had now moved out of the Awbridge Parish area and would be standing down from the Council prior to the local elections in May.

CD raised again the offer, by the owner of the Hill Farm caravan park in Sheffield English, to operate a transport service between

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Awbridge and the Park to enable Awbridge residents to take advantage of the shopping and post office facilities there. **CD** will raise at the Annual Parish Assembly.

**Clerk/
CD**

9. 20/19 Planning

To consider planning applications notified to the Council.
See Appendix 1.

10. 21/19 Financial and Administrative

- To adopt draft Reserves Policy
- To adopt draft Data Protection Policy

Following discussion, it was proposed by **GJ** seconded by **SW** that both the above policies be adopted. **Resolved.**

- Annual review of Awbridge Parish Council's: -
 - Standing orders
 - Financial regulations
 - Asset register
 - Risk assessment
 - Adequacy of insurance cover
 - Action on all matters raised in internal audit report 2018/19

Copies of the above documents were made available to Members prior to the meeting. It was proposed by **KS**, seconded by **SW** that there being no substantive changes to any of the documents, that each document be annotated to record that it was reviewed today, 28th March 2019 and that no changes were necessary. **Resolved.**

Clerk

- The bank reconciliation, which appears as Appendix 3 to these minutes, was agreed and signed by **CD** and the Clerk/RFO.
- To authorise cheque payments. See Appendix 2

11. 22/19 Flagpole

Council discussed the payment request of £360 (Inclusive of VAT) from Astor Group for the administration and associated costs of issuing permission to site the flagpole at the village war memorial. The cost of granting permission was questioned, as was the cost of delivering the flagpole. Concerns were raised regarding ongoing maintenance, and the practicalities of arranging to raise and lower the flag when appropriate.

It was agreed to take this issue to the annual parish assembly to gauge parishioner support and to obtain feedback as to whether parishioners feel this expenditure represents value for money.

All

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12. 23/19 Parish Lengthsman Scheme

KS confirmed that the current Lengthsman will continue in post until June 2019. No further news on efforts by the lead authority, Stockbridge Parish Council, to recruit a replacement. **All**

KS seeking tasks for Lengthsman's April 2019 worksheet.

13. 24/19 Date of the next ordinary meeting of Council

This was confirmed as 18th April 2019.

14. - Closure of meeting

CD brought the meeting to a close at 8.45pm.

Appendix 1**Planning Applications**

19/00219/FULLS. Hilltop Farm, Newton Road, Newton, Awbridge. Erection of side extension to provide additional living area and bedroom.

It was proposed by **KS**, seconded by **SW** that Council's response be 'Object' for the following reasons:

- Concerns of loss of light and shadowing of neighbouring property
- Overlooking and loss of privacy
- Concerns over future of single oak tree

Resolved.

18/03341/FULLS. Roselea, Church Lane. Single storey side extension and re-siting of oil storage tank (Part retrospective).

It was proposed by **SW**, seconded by **KS** that Council's response be 'No Objection'.

Resolved.

Outcome of previous planning applications

18/03284/FULLS Sanctuary Cottage, Awbridge Hill. Erection of two-storey side extension to provide additional living space and accommodation. PERMISSION subject to conditions & notes.

Appendix 2**Cheque payments for authorisation**

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Cheque no.	Payee	Payment Amount	Reason
200215	Awbridge Village Hall	£160	Hall Hire 2018/19

It was proposed by **SW**, seconded by **GJ** that the above payment be approved. **Resolved.**

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Appendix 3**AWBRIDGE PARISH COUNCIL****BANK RECONCILIATION****At 19 February 2019**

Prepared by Ian Milsom (Clerk and responsible officer)

Approved by Council on 28 February 2019

Community Account balance per bank statement dated 19 February 2019	£34,024.39
Business Savings Account balance per bank statement dated 19 February 2019	£6,249.67
Total	<u>£40,274.06</u>

Less unrepresented cheques:

200211	<u>Total £ 50.00</u>
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Net bank balances as at 19 February 2019	<u>£ 40,224.06</u>
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Cash book balance as at 19 February 2018	<u>£ 40,224.06</u>
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Signed: Vice Chair

Date 28 February 2019

Signed: RFO

Date 28 February 2019

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