

## AWBRIDGE PARISH COUNCIL

### Minutes of the annual meeting of Awbridge Parish Council held in Awbridge Village Hall, Romsey Road SO51 0HG on Thursday, 16th May 2019 at 7.30pm

**Present:** Cllrs Jackson (**GJ**), Legon (**PL**), Seymour (**KS**)  
**In attendance:** TVBC Cllr Nick Adams-King (**NAK**), TVBC Cllr Gordon Bailey (**GB**), Fred Tucker (**FT**), Church Warden, All Saints Church, Awbridge, 3 members of the public  
**Apologies:** Cllr Allen (Retiring Chairman), Cllr Coggon, HCC Cllr Roy Perry  
**Clerk:** Ian Milsom

#### Action

#### 1. 10/19 Election of Chairman

It was proposed by **KS**, seconded by **PL** that Cllr Grahame Jackson be elected to the position of Chair. **RESOLVED.**

Cllr Jackson signed the Declaration of Office Form.

#### 2. 11/19 Apologies for absence

Apologies received as above. The Clerk advised Council that HCC Cllr Roy Perry had sent a written letter of apology.

#### 3. 12/19 Declarations of interest

a. Councillors registered details of their pecuniary interests.

**Clerk**

b. There were no declarations of interest in any of the agenda items at this meeting.

#### 4. 13/19 Election of Vice Chair

It was proposed by **GJ**, seconded by **PL** that Cllr Seymour be elected as Vice Chair for the forthcoming year. **RESOLVED.**

#### 5. 14/19 Co-option to the Parish Council

a. Council noted that as there were insufficient nominations to fill all the seats at the quadrennial local election on 2 May 2019, the Council can co-opt suitable persons within 30 days of that election without needing to comply with the statutory rules relating to co-option.  
**NOTED.**

b. Council considered two eligible applications for co-option:

Angela Sheppard  
 Nick Adams-King

It was proposed by **KS**, seconded by **PL** that Angela Sheppard and Nick Adams King be co-opted to the Council. **RESOLVED.**

**6. 15/19 Public observations/questions on agenda items**

**FT** updated on the proposed development in Church Lane. A pre-planning application has been submitted.

**NAK** reported verbally in his role as TVBC Councillor and covered the following areas:

- **Superfast broadband**  
This is now available to the properties in Stanbridge Lane.
- **Test Valley Borough Council (TVBC) Planning Committee system.**  
The current system of area planning committees for the north and south of the borough will be replaced with a single, authority-wide committee. The recent local government elections will impact on the structure of the new planning committee, which will reflect the overall political make-up of TVBC rather than geographical councillor constituencies.  
  
**GB** is a member of the new, single tier planning committee. **NAK** is not a member of the new committee, meaning that he is able to comment on applications without there being a conflict of interest.
- **Planning Applications**  
  
**Stanbridge Earls.** There have been several apparent breaches of planning conditions and **NAK** has referred these to TVBC Planning Enforcement.  
  
**Awbridge Danes.** **NAK** has received representations from a few concerned parishioners. **NAK** had understood that the applicant would attend tonight's Parish Council meeting to explain the reasons for the erection of a detached pair of gatehouses, which are apparently to be used to house staff who will tend to the security of the grounds and the lake. The proposed site is outside the village settlement area.
- **Neighbourhood Development Plans (NDP)**  
The Chairman of Wellow Parish Council has stepped down, which may impact on the progress of Wellow's NDP. Wellow may look at engaging an external consultant to assist with the plan. This could present an opportunity for Awbridge to share the cost of the consultant and receive support for its own plan.

**All**

## 7. 16/19 Minutes

It was proposed by **GJ**, seconded by **KS** that the minutes of the meeting held on 18<sup>th</sup> April 2019 be accepted as an accurate record of the business conducted. **RESOLVED.**

Information update on items from the meeting on 18th April 2019 not on the agenda:

- **Request for a step down from the footpath at Hansards.** Clerk  
Ongoing with Hampshire Highways.
- **Community Infrastructure Levy (CIL).**  
Currently the subject of an ongoing online consultation with parishioners.
- **Replacement noticeboard at Awbridge School.** Clerk  
Funding application to TVBC Councillor Grant Programme to be submitted.
- **Flagpole at War Memorial** Clerk  
To be brought to the June 2019 Parish Council meeting
- **Parish Bank Account** Clerk  
Change of the Council's bankers to NatWest is ongoing as the procedure is not as straightforward as first appeared.
- **Neighbourhood Development Plan**  
This is covered by agenda item 15. Below.

## 8. 17/19 Election of representatives to outside bodies

- a. Test Valley Association of Town & Parish Councils (TVATPC)

It was proposed by **GJ**, seconded by **PL** that Cllr Seymour represent Awbridge Parish Council at meetings of the TVATPC. **RESOLVED.**

## 9. 18/19 To agree the lead Councillor(s) for the following areas of responsibility:

- a. Human resources – to lead on issues relating to Council employees
- b. Planning – to review planning applications received by the Council and to brief fellow councillors on any material planning issues relating to individual applications
- c. Neighbourhood Development Plan (NDP) – to act as the link between the Parish Council and the NDP

- d. Lengthsman – to co-ordinate the Lengthsman's monthly worksheet and to liaise with the lead parish council.
- e. Highways – to lead on issues relating to highways
- f. Traffic and parking - to lead on issues relating to traffic and parking
- g. Bridle Paths/Rights of Way - to lead on issues relating to Bridle Paths/Rights of Way
- h. Recreational facilities – to lead on issues relating to recreational facilities
- i. Fixed Assets – to monitor condition of fixed assets, recommending their maintenance/replacement as appropriate

It was proposed by **GJ**, seconded by **KS** that this item be carried forward to the June 2019 meeting of the council. **RESOLVED**

**10. 19/19 Maintenance contracts**

To note the following contracts:

- a. SLR Maintenance
- b. Lengthsman

Both the above contracts, and their terms, were **NOTED**.

**11. 20/19 General Administration**

- a. **Budget details for Financial Year 2019/20**  
**NOTED.**

- b. **Insurance cover**  
**NOTED.**

- c. **Chairman's Allowance**  
It was proposed by **GJ**, seconded by **KS** that there be no Chairman's allowance for the financial year 2019/2020. **RESOLVED.**

- d. **Clerk's Salary and Expenses**  
To note the 2019/20 NALC/SLCC agreed pay increase and to agree to implement it with effect from 1 April 2019. **NOTED.**

- e. **Asset Register**  
To note the asset register dated 31 March 2019.  
**NOTED.**

- f. **Risk Register**  
To approve the risk register dated 1 April 2019.  
**APPROVED.**

**12. 21/19 Annual Governance and Accountability Return for  
The year ending 31 March 2019**

- a. The clerk advised that due to the income received in 2018/19, which included the release by Test Valley Borough Council of Community Infrastructure Levy monies of £20,000, the Council is not entitled to claim exemption from an external audit in 2018/19.
- b. To note the annual internal audit report  
**Noted, particularly the comment regarding the Council's reserves.**
- c. To approve Section 1 (Annual Governance Statement 2018/19) of the Annual Return  
**Approved and signed by the Chairman.**
- d. To approve Section 2 (Accounting Statements 2018/19) of the Annual Return  
**Approved and signed by the Chairman.**
- e. To confirm that the Clerk is the Responsible Finance Officer for 2019/20  
**Confirmed**
- f. To note the reserves held  
**Noted.**

**13. 22/19 Financial Administration**

- a. To appoint the internal auditor for the year.

It was proposed by **PL**, seconded by **KS** that 'Do the Numbers be appointed as internal auditor for 2019/20.  
**RESOLVED.**

- b. To authorise payments - see appendix 2.

It was proposed by **GJ**, seconded by **PL** that the payment detailed at appendix 2. Be authorised. **RESOLVED.**

**14. 23/19 Banking arrangements**

Banking arrangements are covered at item 7. Above.

It was agreed that the signatories to the new Council Bank Account Be:

Cllr Jackson  
Councillor Seymour  
Cllr Legon  
The Clerk

**15. 24/19 Awbridge Housing Needs Survey (AHNS)**

This was discussed in some detail.

The need for the AHNS was agreed in principle. However, Council had reservations as to the clarity for the reason behind the survey, and whether the data gathered will be used solely for the purposes of Awbridge Neighbourhood Plan.

It was Agreed that the clerk will convey the Council's concerns to the person who commissioned the survey, with a view to addressing these so that the survey can proceed as scheduled.

**Clerk**

**16. 25/19 Planning**

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

**17. 26/19 To confirm:**

- The date of the next meeting of the Parish Council as 27th June 2019 and to receive items for the agenda. **Date of meeting CONFIRMED.** Agenda items to be forwarded to the clerk via the Chairman, Cllr Jackson.
- Parish Lengthsman. Task for worksheet to be forwarded to Cllr Seymour.

**18. - Closure of meeting**

The meeting closed at 9.00pm.

**Appendix 1**

**Planning Applications**

19/00984/FULLS Awbridge Danes, Danes Road, Awbridge SO51 0GF. Erection of a detached pair of gatehouses, one three-bed and one two bed, for staff accommodation

**Council's decision, OBJECT.**

**Reason(s):**

There is no requirement for these dwellings as there are existing properties available in the village.

The proposed development is:

- Outside the village settlement area
- Will greatly affect the character of the area
- Will have a detrimental affect on existing tree cover, which is a characteristic feature of this approach to the village.

19/01183/FULLS Hilltop Farm, Newton. Erection of side extension to provide additional living area and bedroom.

**Council's decision, OBJECT.**

**Reason(s):**

Detrimental effect to neighbouring property due to its closeness: -

- Overshadowing
- Visual intrusion
- Potential noise disturbance

**Outcome of previous planning applications**

Details are available on the Parish Council website [www.awbridgepc.org.uk](http://www.awbridgepc.org.uk)

**Appendix 2**

**Cheque payments for authorisation\***

<b>Cheque no.</b>	<b>Payee</b>	<b>Payment Amount</b>	<b>Reason</b>
200220	Do the Numbers Ltd	£190.00	Internal audit 2018/19