

AWBRIDGE PARISH COUNCIL
(DRAFT) MINUTES OF THE MEETING
HELD IN AWBRIDGE VILLAGE HALL
ON THURSDAY, 7th JULY 2016 AT 7.30pm

Present: Cllrs Allen (**PA**) (Chair), Daley (**CD**), Jackson (**GJ**), Jones (**TJ**), Legon (**PL**) Wheeler (**SW**)
In attendance: 4 members of the public.
Apologies: Cllr Roy Perry (**RP**) HCC, Cllr Gordon Bailey (**GB**), Cllr Nick Adams-King (**NAK**) TVBC
Clerk: Ian Milsom

1.	580	Welcome and apologies for absence To receive any apologies for absence. Apologies as above.	
2.	581	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. No declarations were made. Regarding agenda item 10., planning application 16/01195/FULLS, Land Rear of Cowleas Cottages, demolition of garages and erection of a pair of semi-detached dwellings. Cllr Jackson made it known that he lives near to the site. However, there is no pecuniary interest, or conflict of interest which would preclude him from taking part in the consideration of this planning application, or voting on Council's proposed response.	
3.	582	Minutes I. To confirm the minutes of the annual meeting held on 26 May 2016. It was proposed that the minutes be accepted as an accurate record of the business conducted. Resolved. II. To confirm the minutes of the ordinary meeting held on 26 May 2016. It was proposed that the minutes be accepted as an accurate record of the business conducted. Resolved. III. Information update on items from the ordinary meeting on 26 May 2016 not on the agenda or in the work plan. The clerk provided a verbal update on the following issues: <ul style="list-style-type: none">• Bank account signatories After two telephone discussions between the clerk and Barclays Bank Mandate Team, assurances were given that the requested change of signatories would be	

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		<p>actioned and a letter of confirmation issued. The confirmation letter has not yet materialised. However, cheques issued and countersigned by one of the new signatories have been cleared, an indication that the mandate has been actioned.</p> <ul style="list-style-type: none"> HCC Countryside Service Small Grants Scheme The clerk advised that it is likely that Hampshire County Council will request a progress report regarding a grant allocated to Awbridge Parish Council, in the financial year 2015-16, to support the production of an 'Exploring Awbridge'. Level of expenditure permitted under the terms of s137 of the Local Government Act 1972 The clerk advised that, based upon the 2014 Register of Electors (617 electors), and the 2016/17 appropriate sum (£7.42 per elector) as advised by the Department for Communities & Local Government, the maximum amount that Awbridge Parish Council can spend in 2016/17 under s137(4)(a) of the Local Government Act 1972, is (617 x £7.42) £4578. Zip wire The clerk advised that this is an item for discussion in the new work plan (Agenda item 11.) 	
4.	583	<p>County, Borough Councillor, PCSO and Clerk's reports</p> <p>Cllr Adams-King, Test Valley Borough Council, briefly visited the meeting to apologise that as he had to attend to an unexpected family matter, he would be unable to remain at the meeting.</p> <p>Cllr Adams-King lodged a written report, which was read to the meeting by PA, and is attached as Appendix 1 to these minutes.</p> <p>The clerk's written report is attached as Appendix 2 to these minutes.</p>	
5.	584	<p>Public observations/questions on agenda items</p> <p>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.</p> <p>A parishioner advised of their written objection to planning application 16/01195/FULLS, Land Rear of Cowleas Cottages, demolition of garages and erection of a pair of semi-detached dwellings. The parishioner advised that the issues raised in this written objection covered the personal impact (being overlooked by the proposed dwellings), the additional pressure on the sewerage system, and the absence of a bat survey.</p> <p>Asked by CD to provide general information on the constraints placed upon the Parish Council in responding to planning applications, the clerk</p>	

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		<p>advised of the material grounds that could form part of an objection to a planning application by a parish council.</p> <p>SW raised the issue of new advisory signs that have appeared in the parish. PA advised that Awbridge District Village Association (ADVA) had purchased and fitted these to replace missing signs. There was a discussion regarding the appropriateness of this ADVA action, and if this encroached upon a role which is properly that of the parish council. PA advised that as parish councillor responsible for highways matters, he had made repeated requests to Hampshire County Council Highways Department to replace the missing signs, without success.</p>	
6.	585	<p>Human resources issues</p> <p>The clerk advised that, contrary to what was indicated in the agenda, there would be no need for members of the public to leave the meeting whilst the human resource issues below were discussed.</p> <ul style="list-style-type: none"> <p>To note the latest pay increase</p> <p>The clerk advised Council of the two-year pay agreement reached by the National Joint Council for Local Government Services (NJC). This affects clerks employed under the NALC model contract and, for the Awbridge clerk, means a small hourly increase with effect from 1 April 2016, followed by a further small hourly increase with effect from 1 April 2017.</p> <p>Staff training</p> <p>The clerk advised that under the terms of the NALC model contract used by Council, clerks employed by Awbridge Parish Council have a specific responsibility 'To work towards the achievement of Qualified Clerk as a minimum requirement for effectiveness in the position of Clerk to the Council'. Qualified Clerk in this context means achievement of the Certificate in Local Government Administration (CiLCA).</p> <p>The current clerk was due to undertake study for CiLCA 2013. However, he was unable to proceed due to illness. CiLCA 2015 has now been launched and the clerk wishes to undertake study towards this, with the aim of being CiLCA qualified within a period of twelve months. The overall cost to the Council will be £540.</p> <p>It was proposed that the clerk proceed with his CiLCA studies. Resolved.</p> <p>Staff contracted hours</p> <p>The clerk indicated that it was becoming challenging to provide the required service to the Council within the current contracted hours (Five hours per week).</p> <p>Following discussion it was proposed that the Human Resources Working Group, which has not met since the departure of Councillors Caplen and Harvey, be reformed, should comprise PA and CD, should discuss working hours with the clerk and make recommendations to full council. Resolved.</p> 	PA/ CD

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7.	586	<p>Emergency Plan To review the draft Emergency Plan, update as necessary and to adopt.</p> <p>The clerk made copies of the draft Emergency Plan available, and explained that this had been produced by him in February 2015 and presented to Council at its meeting on 26 February 2015. The Plan was subsequently posted on the website (with this having been flagged in issues of ADVA News) in order to provide parishioners the opportunity to comment.</p> <p>There was a wide-ranging discussion regarding the type of emergency which could possibly affect Awbridge and, in this context, the need for an emergency plan.</p> <p>It was proposed, in principle, that an emergency communication plan – rather than a full-blown emergency plan - be produced. This would be focused around a non-geographical contact telephone number, which is switched through to another number when not answered, and would require the creation of a local information checklist/contact details.</p> <p>Resolved</p> <p>TJ will look at the issues around establishing a non-geographic telephone number and bring information to the September 2016 meeting.</p> <p>Emergency Communication Plan to be placed on the agenda for the September 2016 meeting.</p>	<p>TJ Clerk</p>
8.	587	<p>Neighbourhood Planning To discuss and decide upon Council's role</p> <p>The clerk provided a verbal overview of a previous attempt by Council to lead on the production of a village plan. A meeting about a proposed village plan was held on Thursday, 3rd July 2014 in the Village Hall. This meeting followed two public presentations, one in May 2013, another in January 2014, by officers from Test Valley Borough Council, who explained what the creation of a plan would entail, and described the support, including financial, that would be available. There was a further public meeting in April 2014, when it was decided to promote the idea of a village plan at that year's village fete and to send an information flyer to every household in Awbridge. Together these activities provided several opportunities for residents to put forward what they would like to see developed or improved in the village, and overall a significant number of people expressed an interest in helping to complete a plan. The meeting on 3 July 2014 was intended to set up a steering group to take some actions on Developing a plan, but was attended by only five residents. This meant that a steering group could not be formed and the development of a village plan could not move forward, and so was shelved. In the course of a general discussion, it was suggested that a village plan was not what people had wanted at the time.</p> <p>CD spoke passionately about the advantages of having a local plan, which would be an opportunity to decide what our community needs, rather than just accepting what is given. PA asked if a plan could</p>	

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		<p>address issues such as parking provision at the primary school and local road improvements. CD felt that it could, and that facilities and activities for all age groups could be planned. TJ very much in favour of some form of locally-led planning.</p> <p>It was proposed that local planning be placed on the agenda for the September 2016 meeting. Resolved.</p> <p>CD will gather further information about local planning and bring this to the September 2016 meeting.</p>	<p>Clerk</p> <p>CD</p>																								
9.	588	<p>Financial and Administrative (<i>Standing Item</i>)</p> <p>Bank reconciliation To agree and sign off.</p> <p>Agreed and signed by PA and the clerk.</p> <p>Cheque payments It was proposed that the cheque payments listed below be made.</p> <table border="1"> <thead> <tr> <th>Cheque No.</th><th>Payee</th><th>Detail</th><th>Amount</th></tr> </thead> <tbody> <tr> <td>0134</td><td>TVBC</td><td>Speed sign maintenance</td><td>£425</td></tr> <tr> <td>0135</td><td>Redlynch</td><td>Supply Table Tennis Table</td><td>£3005</td></tr> <tr> <td>0136</td><td>Post Office Ltd</td><td>PAYE Apr-Jun 2016</td><td>£195</td></tr> <tr> <td>0137</td><td>Ian Milsom</td><td>Salary Apr-Jun 2016</td><td>£780</td></tr> <tr> <td>0138</td><td>Redlynch</td><td>VAT on Table Tennis Table</td><td>£601</td></tr> </tbody> </table> <p>Council reserves policy To consider the report by the RFO concerning a reserves policy, and the establishment of earmarked reserves for the maintenance/replacement of capital items in Council's ownership.</p> <p>The clerk reminded Council that this report had been brought to a number of Council meetings, without any decision having been reached.</p> <p>It was proposed that the clerk bring a populated draft reserves sheet to the September 2016 meeting for approval. Resolved.</p>	Cheque No.	Payee	Detail	Amount	0134	TVBC	Speed sign maintenance	£425	0135	Redlynch	Supply Table Tennis Table	£3005	0136	Post Office Ltd	PAYE Apr-Jun 2016	£195	0137	Ian Milsom	Salary Apr-Jun 2016	£780	0138	Redlynch	VAT on Table Tennis Table	£601	<p>Clerk</p>
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Standing Orders

It was proposed that the meeting continue beyond 9.30pm to allow completion of the remaining business. **Resolved.**

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10.	589	<p>Planning (<i>Standing Item</i>) To consider planning applications notified to the Council</p> <p>16/01195/FULLS Land Rear of Cowleas Cottages Demolition of garages and erection of a pair of semi-detached dwellings.</p> <p>It was proposed that Council's response would be to Object to this application, for the following reasons:</p> <ul style="list-style-type: none"> • Previous application/appeal decision/planning enquiry • Immediate neighbours' loss of privacy • Loss of turning circle for sewage plant traffic and subsequent increase in difficulty of access for heavy vehicles. This PC is aware of damage to resident's fence caused by existing access difficulties. • Concerns regarding water run-off to/from proposed domestic site. • Impact on already inadequate parking facilities. • Environmental impact- the PC sees no evidence of a bat survey having been undertaken. <p>Resolved</p>	
11.	590	<p>New work plan (<i>Standing Item</i>) To discuss and review progress and timeframes.</p> <p>The clerk circulated an outstanding issues paper which included:</p> <ul style="list-style-type: none"> • Traffic/parking around school This issue is ongoing. It was noted that in the course of resurfacing Saunders Lane, some speed restriction measures may be incorporated. • Re-siting of telephone box The clerk advised that a number of contractors had been invited to quote for this work. None had responded. <p>A contractor providing a grounds maintenance service had submitted a speculative enquiry about playing fields maintenance. The clerk asked this contractor if they would be interested in quoting to move the telephone box. The contractor indicated, due to their Surrey location, that this would only be economically viable if the work included removing the box from its present concrete base and creating a concrete base at the new site.</p> <p>Following discussion, it was proposed that TJ and SW look at the possibility of moving the telephone box using local resources/expertise, and report back to the September 2016 meeting. Resolved.</p> <ul style="list-style-type: none"> • Internal audit report re excessive balances - recommends identifying appropriate projects for their use. At the meeting on 26 May 2016, PA suggested, using authority 	<p>TJ/ SW</p>

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Date: September 2016

		<p>granted under s137 of the Local Government Act (as amended) 1972, that monies now be spent on the provision of a zip wire. This was on the basis that Council provide one-third of the cost, with the remainder being provided by ADVA and the Village Hall Trust. Following discussion, it was proposed that, this item be added to the work plan for further consideration. Resolved, with SW abstaining from the vote.</p> <p>The clerk advised that a letter had been received from the Chairman of Awbridge Village Hall Management Committee, setting out the Committee's willingness to take the lead on the matter of the installation of a zip wire at the recreation ground. It was also stated that the Committee would take ownership of the zip wire and have it added to its schedule of insurance. The Village Hall Committee reserved the right to suspend use of the equipment in the event of dangerous misuse or user injury, and to remove the equipment completely if its condition deteriorates to an extent where it is thought likely to present a danger to the public. The village hall committee sought the views of the parish council on these proposals, and the further proposal that the cost of the zip wire be shared equally amongst the Village Hall Committee, Awbridge District Village Association, and the Parish Council.</p> <p>There followed a discussion which included matters as to the cost of the zip wire (£10,000), the materials which make up its construction (i.e. wood or metal) and its siting position on the recreation ground. PL asked PA to raise with the Village Hall Committee the aesthetics of the zip wire construction, i.e. wood versus metal.</p> <p>It was proposed that the parish council provide one-third of the cost of the zip wire (£3,333). Resolved, with SW abstaining from the vote.</p>	PA
12.	591	<p>Frequency of Council meetings</p> <p>PA introduced this item, explaining that the catalyst for the review of the Council meeting cycle, and the subsequent move from a four-weekly to six-weekly cycle, had partly been to accommodate the previous Chair's requirement to travel a considerable distance from outside the parish (due to work commitments) to attend meetings, and the considerable personal financial costs that the former Chair incurred in doing so. PA felt that the new six-weekly cycle was too long and could not meet the need to deal with any urgent business that might arise.</p> <p>The issue was discussed and it was felt that the six-weekly meeting cycle was working well and should continue. The introduction of a schedule of planning committee meetings provided an opportunity to address urgent general business should the need arise.</p>	

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Date: September 2016

13.	592	<p>Correspondence (Standing Item) To receive a list of correspondence and to decide on action as appropriate.</p> <table border="1"> <thead> <tr> <th>Letter or email</th><th>From</th><th>Subject</th><th>Disposal</th></tr> </thead> <tbody> <tr> <td>Letter</td><td>Chairman, Village Hall Committee</td><td>Provision of Zip wire with cost shared arrangement</td><td>Discussed under agenda item 11.</td></tr> <tr> <td>Letter</td><td>Poulson Plant Hire</td><td>Details of services</td><td>Noted</td></tr> <tr> <td>Email</td><td>Roke Manor</td><td>Invitation to open event</td><td>PA attending</td></tr> <tr> <td>Letter</td><td>Victim Care</td><td>Grant request</td><td>Clerk</td></tr> <tr> <td>Letter</td><td>Barclays Bank</td><td>Changes to FS compensation scheme</td><td>Noted</td></tr> <tr> <td>Brochure</td><td>Gladson UK</td><td>Street Furniture</td><td>Noted</td></tr> <tr> <td>Marketing leaflet</td><td>AON Insurance</td><td>PC Insurance</td><td>Noted</td></tr> <tr> <td></td><td></td><td></td><td></td></tr> </tbody> </table>	Letter or email	From	Subject	Disposal	Letter	Chairman, Village Hall Committee	Provision of Zip wire with cost shared arrangement	Discussed under agenda item 11.	Letter	Poulson Plant Hire	Details of services	Noted	Email	Roke Manor	Invitation to open event	PA attending	Letter	Victim Care	Grant request	Clerk	Letter	Barclays Bank	Changes to FS compensation scheme	Noted	Brochure	Gladson UK	Street Furniture	Noted	Marketing leaflet	AON Insurance	PC Insurance	Noted					
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14.	593	<p>Date of next meeting and items for the agenda The next meeting will be on 1 September 2016, commencing at 7.30pm</p> <p>Items for next agenda:</p> <ul style="list-style-type: none"> • Emergency Communication Plan • Local Planning • Human Resources • Purchase of overhead projector and screen • Footpaths <p>The meeting closed at 10.00pm</p>																																					

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