

AWBRIDGE PARISH COUNCIL

MINUTES OF THE MEETING OF THE COUNCIL HELD IN SOZO MINISTRIES INTERNATIONAL, DUNWOOD OAKS, DANES ROAD, AWBRIDGE, SO51 0GF ON THURSDAY, 13th OCTOBER 2016

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

In attendance: Cllr Nick Adams-King (**NAK**) TVBC, 1 member of the public.

Apologies: Cllr Roy Perry (**RP**) HCC, Cllr Gordon Bailey (**GB**) TVBC

Clerk: Ian Milsom

			Action
1.	608	<p>Welcome and apologies for absence</p> <p>Apologies as above.</p> <p>Cllr Legon joined the meeting at 8.05pm</p>	
2.	609	<p>Declarations of interest</p> <p>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.</p> <p>No declarations were made</p>	
3.	610	<p>Minutes</p> <p><i>I.</i> To confirm the minutes of the meeting held on 1 September 2016.</p> <p>It was proposed that the minutes be accepted as an accurate record of the business conducted. Resolved.</p> <p><i>II.</i> Update on items from the 1 September meeting not on the agenda or in the work plan.</p> <p>The clerk updated as follows:</p> <ul style="list-style-type: none"> • Council reserves policy. A sum of £2,000 has been set aside in the accounts as a ring-fenced amount for the maintenance/replacement of capital items. • Projector. The clerk is searching for sources of funding to enable purchase. • Gavel. Clerk has emailed former chair, who responded saying that to his knowledge this item was in a bag of documents brought to the parish council meeting on 10 March 2016. The clerk confirms that the former chairman did 	

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		<p>give him a bag of documents at the March 2016, but that this did not contain the gavel.</p> <ul style="list-style-type: none"> • 'Abandoned' car. The vehicle in question is taxed and insured until 2 November 2016 and, therefore, no action is possible now. The status of the vehicle will be checked again in November. <p>CD advised that he had spoken to Test Valley Borough Council (TVBC) and to the Police about the vehicle. TVBC fully aware and have contacted owner, who is not being cooperative. They will contact him again when tax/MOT runs out. Long process for Driver & Vehicle Licencing Agency (DVLA) to act, up to 80 days. TJ suggested approaching owner and offering him permission to park the vehicle at the village hall. It was decided not to pursue this, as it would simply transfer the problem to the Village Hall Committee.</p> <ul style="list-style-type: none"> • Neighbourhood Planning. It was resolved at the September meeting that Liz Bourne, Action for Market Towns, be invited to the October meeting of the parish council. Not available until November meeting. Members to consider time slots and questions beforehand. • Grass verges at Cowleas Cottages. Notified to Engineering at TVBC with request for information as to who is responsible for maintenance. Ongoing. 	<p>Clerk</p> <p>Clerk</p>
4.	611	<p>County, Borough Councillor, PCSO and Clerk's reports To receive verbal and written reports.</p> <p>NAK gave a verbal presentation which focused on the recent 'Serving Hampshire' and 'Solent Deal' (Isle of Wight Council, Portsmouth City Council and Southampton City Council) consultations, both of which have now closed. The consultations sought the views of the people of Hampshire on different ways that local government in Hampshire could be reorganised in order to secure extra powers and government funding to streamline and improve the services that local councils provide to the populations they serve. It could mean that significant decision making powers and funding, currently held by central government, being passed down to local areas so that they have more control over local issues. The aim is to improve economic prosperity by bringing decision-making and accountability closer to local people and enabling funds to be spent on tackling local problems and taking advantage of local opportunities to improve economic growth. Hampshire County Council favours an all-Hampshire structure, however, Portsmouth and IOW are proceeding with a bid to form a combined authority for their area. Nothing has yet been decided.</p> <p>NAK also touched upon the proposed electoral boundary changes which are designed to ensure fair and balanced representation.</p>	

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		<p>Parliamentary boundary changes will be effected in time for the 2020 general election, and will balance up the number of electors in constituencies and cut the number of MPs. The Boundary Commission published recommendations at beginning of September 2016. Under these recommendations, Blackwater Ward and Dun Valley would leave Romsey and join New forest East, with Dr Julian Lewis becoming their MP.</p> <p>Hampshire County Council's and Test Valley Borough Council's local government electoral reviews: County Council elections 2017. New boundaries and a change from Romsey Extra to Romsey Rural</p> <p>Test Valley will change for 2019 elections. Reduce number of councillors, 5 fewer.</p> <p>NAK advised that Sherfield English has set up an action group for better broadband.</p> <p>Planning. NAK felt that the detailed letter of objection submitted by the parish council relating to the Banksia application encompassed the concerns expressed by parishioners at the September meeting of the parish council. Informed that tree preservation orders would be requested at the site where appropriate. PA confirmed that he had contacted the Environment Agency (EA) regarding the concerns about surface water run-off from the proposed Banksia development. EA advised that this was a Hampshire County Council responsibility. NAK suggested gathering information about the problems caused by the wastewater treatment package plant at the Springfield housing development.</p>	Clerk/ PA
5.	612	<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>The following issues were raised:</p> <ul style="list-style-type: none"> Grass verge at Saunders lane, after Hyde Farm Lane, requires cutting. PA agreed to contact Hampshire County Council (HCC) Highways and, if HCC unable to carry out this work, will ask clerk to include in Lengthsman's worksheet. Danes Road, water running down road. PA will investigate. 	<p>PA/Clerk</p> <p>PA</p>
6.	613	<p>Aims and objectives</p> <p>I. To consider adoption of an aims and objectives statement</p> <p>A draft, attached to these minutes as Appendix 1, was circulated to Members prior to the meeting. After discussion, it was proposed that, subject to the amendment below, the draft should be adopted.</p> <p>Resolved.</p>	

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		<p>• To manage and maintain:</p> <p>The parishes assets, such as:</p> <ul style="list-style-type: none"> ○ Bus Shelter ○ Litter bins and dog waste bins <p>Change to</p> <ul style="list-style-type: none"> • To manage and maintain the parishes assets, such as bus shelters and litter bins. <p>II. To receive from Members their ideas for projects that will benefit parishioners.</p> <p>PA Work in partnership with ADVA and Village Hall Committee, ascertain what facilities these groups would like to see in the village.</p> <p>PA - Changing rooms for outdoor sports, e.g. football, by extending village hall. The hire/purchase/fitting out of a steel shipping container could be an alternative.</p> <p>CD - Parking facilities for parents bringing children to/picking up from school; Facilities for older people; CD asked Village Hall Committee and Awbridge District Village Association (ADVA) for ideas. ADVA suggested a Multi-Use Games Area (MUGA) and road signs.</p> <p>TJ</p> <ol style="list-style-type: none"> 1. MUGA (Outdoor) 2. What development (houses) does the village want? 3. School parking area for parents 4. How we maintain the local environment, e.g. verges, footpaths. <p>GJ Improve bottom end of Cowleas, which appears run-down and neglected, consequently people don't feel included. GJ will ask residents for ideas.</p>	
7.	614	<p>Human resources</p> <p>I. To receive an update from CD</p> <p>CD reminded members that at the September 2016 parish council meeting, it was resolved that the clerk's monthly working hours be increased from 20 hours to 26 hours per month with effect 1st September 2016. It was further resolved that the clerk would maintain a detailed working time sheet from 3 September, which would be reviewed at a further meeting of the human resources working group prior to the Council's October 2016 meeting. This for</p>	

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	<p>confirming that 26 hours per month fairly reflects the time spent by the clerk in supporting the parish council. CD and PL met with the clerk on 10 October 2016, reviewed the completed timesheet, and on this basis, both are satisfied that 26 hours per month accurately reflects the time the clerk spends on council business</p> <p>CD advised members that the HR Working Group has sought from Hampshire Association of Local Councils (HALC), information regarding the level of clerks' salaries across Hampshire, this to enable the establishment of a benchmark against which to measure the Awbridge clerk's salary level. HALC presently does not hold this information, however, it is now collating clerks' salary details which will in future enable comparison with what we are paying our clerk. CD advised that he had asked the clerk to contact HALC in support of their initiative.</p> <p>II. To receive and adopt the SLCC CiLCA Learning Agreement</p> <p>CD provided background to the learning agreement, with the signatories being Society of Local Council Clerks (SLCC), the parish clerk and, if agreed today, the parish council. The learning agreement places responsibilities on each signatory which, in the case of the parish council, are:</p> <ul style="list-style-type: none"> • Support their employee through their studies • Note updates on achievements and progress • Give additional and remunerated time to the clerk to complete the portfolio of evidence • Cover the costs of training and travelling to the daytime seminars • Monitor the clerk's workload and ensure new projects are limited during the study process • Recognise the importance of the CiLCA qualification and its benefit to the Council. <p>CD advised Council of the monetary implication of signing the training agreement, which include remuneration of the clerk in attending the four daytime seminars, and the cost of travel and parking.</p> <p>It was proposed that the Council sign the Learning Agreement. Resolved, with SW abstaining.</p> <p>III. To receive and adopt a training and development policy A draft policy was circulated to Members prior to the meeting, and discussed</p> <p>It was proposed that this item be deferred until the November 2016 meeting. Resolved</p>	Clerk
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8.	615	<p>Emergency Communication Plan To receive an update from TJ on the feasibility of a non-geographic telephone number and to agree next steps towards the establishment of an emergency communication plan.</p> <p>TJ advised that a non-geographic telephone number can be obtained at no cost. However, as it would need routing to another number, this would attract a charge of £100 per annum.</p> <p>It was proposed not to proceed with the non-geographic telephone number and routing, and instead to make available a list of emergency contacts, which will be reviewed and updated twice-yearly. Resolved</p>	Clerk
9.	616	<p>Financial and Administrative (<i>Standing Item</i>)</p> <p>Annual Return 2015/16 To receive, approve and accept the Annual Return 2015/16, including the external auditor's opinion and certificate.</p> <p>The clerk explained that the annual return was approved and adopted earlier in the year. Council is now being asked to adopt an updated version which includes the signature of the external auditor, and their report of any matters of concern, of which there are none. It was proposed that the Annual Return 2015/16 be adopted. Resolved.</p> <p>Precept budget 2017/18 To receive, discuss and accept the draft precept budget for 2017/18</p> <p>It was proposed that this item be deferred until the January 2017 parish council meeting. Resolved.</p> <p>Bank reconciliation To agree and sign off.</p> <p>Net balances at 19 September 2016, Business Saver Account £6,234.58, Community Account balance £15,146.86, Total £21,381.44. Reconciliation signed by the chairman and the clerk</p> <p>Cheque payments To authorise.</p> <p>It was proposed that the cheque payments detailed below be authorised. Resolved.</p> <p>14/9/16 cheque 200144 Society of Local Council Clerks (SLCC) CiLCA training £360 14/9/16 cheque 200145 SLCC CiLCA registration £250 13/10/16 cheque 200146 BDO LLP external audit fee £120 13/10/16 cheque 200147 Ian Milsom £674.58, salary July-September 2016.</p>	Clerk

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		13/10/16 cheque 200148 Post Office Ltd £168.40 PAYE July – September 2016	
10.	617	Planning (<i>Standing Item</i>) To consider planning applications notified to the Council and to agree a response. No applications received.	
11.	618	Bridleways, Footpaths and Roads/Lengthsman's Worksheet It was resolved that the clerk write to Awbridge Primary School requesting that they trim their hedge at the corner of Danes Road/Romsey Road, as it is overhanging and obstructing the footpath.	Clerk
12.	619	New work plan (<i>Standing Item</i>) To discuss and review progress and timeframes. The following issues were reviewed and the workplan will be updated accordingly: Traffic/parking – Romsey Road Footpaths – HCC Small Grants Scheme Footpaths – Creation of financial reserve for footpath maintenance Footpaths - Damage to grass verges on access road to Cowleas Cottages/Cowleas Close Community – Re-siting of red telephone box Community – Review financial balances held and earmark possible projects for expenditure, this in line with recommendations of internal audit.	Clerk
13.	620	Correspondence (<i>Standing Item</i>) To receive a list of correspondence and to decide on action as appropriate. <u>Emails</u> From abbots Ann PC Chairman re Community Planning event in Crosfield Hall, Romsey on 24/10/16, 6-8.30pm. Two delegates from PCs can attend. Came & Co (Insurers) Autumn issue of 'Councils Matter' Newsletter. Clerk can email a copy if Members require. <u>Correspondence</u> Marie Curie. Flyer re fundraising 'Dinner Down Memory Lane'. Posted on notice board. Glasdon UK Ltd. Product brochure (Street furniture). File. HAGS. Outdoor play equipment brochure. File.	Clerk
14.	621	Date of next meeting and items for the agenda The next meeting will be in the Village Hall on Thursday, 24th November 2016, commencing at 7.30pm	

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	<p>Agenda items: -</p> <p>CD proposed inviting Sue Bourne to attend the November meeting to talk about neighbourhood planning, the benefits and costs, funding available to support the creation of a plan and the possible consequences of not having one. It was resolved that Sue Bourne be invited and given a 30-minute slot at the beginning of the meeting.</p> <p>CD proposed inviting PCSO Storm Perrot to the November meeting. Resolved that Storm Perrot be invited and given a 10-minute slot at the beginning of the meeting, following the presentation by Sue Bourne.</p> <p>SW raised the issue of the new village name signs and the location of the old signs. PA insisted that this was an issue for the Abridge District Village Association, who had taken the decision to purchase the new signs and to erect them. SW expressed the opinion that the erection of such signs requires a license from the highway authority and that the signs need to conform to a design, i.e. have rounded edges. The old signs are the property of HCC Highways and should be located and handed over to the County Council.</p>	<p>Clerk</p> <p>Clerk</p>
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Appendix 1

AWBRIDGE PARISH COUNCIL AIMS AND OBJECTIVES

OUR VISION

Our vision is for Awbridge Parish Council and the local community to work together to protect and improve the social, recreational and environmental well-being of Awbridge and the lives of all who live, study, visit or work here.

TO THIS END, AWBRIDGE PARISH COUNCIL AIMS

- To provide effective, efficient and accountable local government for Awbridge residents.
- To listen to and to value the opinions of the community which it serves, thus enabling residents to be involved in decision making and future development plans which will affect their environment or lives.
- To engage in open dialogue with all residents to understand their needs and concerns and seek ways of assisting in meeting them.
- To be a strong voice to represent residents' views to Test Valley Borough Council and to other agencies where appropriate.
- To engage positively in the protection and improvement of both the built and natural environment within the means of the council.
- To achieve the best financial value in the provision of high quality amenities and services for residents.
- To keep residents informed about the work undertaken by the Parish Council and about local issues.
- To be open and transparent in all aspects of its operation.
- To pursue excellence through continuous improvement, training and self-evaluation.

OBJECTIVES

- To hold regular Parish Council meetings and an Annual General Meeting to which the public are invited to attend.
- To provide a public forum at every Parish Council meeting to increase public involvement in the community.
- To work in partnership with other statutory bodies, voluntary groups, agencies and individuals to ensure a high standard of amenities and services to meet the needs of Awbridge residents.

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- To respond on time to relevant consultation documents including submitting the Parish Councils views on planning applications. Also, to ensure that these responses are in line with local policy and are in the best interests of Awbridge residents.
- To maintain close links with Test Valley Borough Council's Planning Department, their Conservation officer in order to assist in the control of inappropriate development within the parish
- To manage and maintain the parishes assets, such as bus shelters and litter bins.
- To set an annual precept.
- To manage the Parish Councils finances in such a way to ensure best value for residents whilst providing transparent and accountable records of expenditure.
- To support charities and voluntary organisations within the parish through grants and where possible, practical involvement.
- To publish agendas of upcoming Parish Council and Planning Committee meetings on the Parish Council noticeboards and the website.
- To publish the minutes of Parish Council and Planning Committee meetings on the Parish Council website.
- To report on Parish Council activities and other local information and news in a timely manner via the Parish Council Website and the Awbridge Newsletter delivered to every residence.
- To ensure that Councillors and the Clerk have opportunity to attend high quality training and development courses.

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