

MINUTES OF THE SMANNELL PARISH COUNCIL MEETING HELD ON 8TH JULY 2019 AT THE SMANNELL AND ENHAM CHURCH OF ENGLAND PRIMARY SCHOOL, SMANNELL

Cllrs. Present: Cllr. Tim Bilborough, Cllr. Rod Bowker (Chairman), Cllr. Richard Budge, Cllr. Peter Holt, Cllr. John Pickford

In Attendance:

County Cllr. Kirsty North

1. APOLOGIES

Cllr. Paddy Burt

Borough Cllr. Phil North

2. TO CO-OPT SERVING COUNCILLORS TO THE SMANNELL PARISH COUNCIL AND RECEIVE DECLARATIONS OF ACCEPTANCE OF OFFICE

The Chairman advised that two volunteers have put themselves forward for consideration to become serving Parish Councillors to the Smannell Parish Council, namely: Richard Budge and Peter Holt. It was unanimously RESOLVED to co-opt Richard Budge and Peter Holt as serving Councillors to the Smannell Parish Council. The Parish Clerk formally received their Declarations of Acceptance of Office as Proper Officer and countersigned them accordingly.

3. TO RESOLVE THE APPOINTMENT OF THE PARISH CLERK

Members considered the appointment of Kevin Glyn-Davies as Parish Clerk to the Parish Council and unanimously RESOLVED to appoint him with immediate effect.

4. PUBLIC QUESTIONS NOT ON THE AGENDA

None received.

5. DECLARATIONS OF INTEREST

None received.

6. TO READ AND RESOLVE THE MINUTES OF THE FULL COUNCIL MEETING – 7TH MAY 2019

The Chairman reviewed the Minutes of the Full Council meeting held on 7 May 2019. Members unanimously RESOLVED to accept the Minutes as a true and correct record. The Chairman signed them accordingly.

7. MATTERS ARISING FROM MEETING – 7TH MAY 2019

The Chairman considered the action points accordingly. In pursuance of Minute 7 in connection with the audit return, the Chairman confirmed that all necessary paperwork has been submitted to the external auditor in due legislative compliance. The Parish Clerk was able to report that he has received an e-mail from the external auditor confirming the exemption status of the Parish Council. Further to Minute 8, Cllr. Tim Bilborough advised members that due to insufficient volunteers coming forward to help stage a fireworks event, he considered that it would be unlikely that this event will proceed. In response to Minute 10, the Chairman advised that he has not received any communication from Andover Town Council in relation to the parish

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boundary settlement. Further discussion was deferred until later in the meeting, as this was a separate agenda item.

8. CORRESPONDENCE RECEIVED

The Parish Clerk advised members of all matters of correspondence received to date. Members considered a corporate response to the 'Serving Hampshire – Balancing the Budget Consultation on Hampshire County Council's financial options for 2020 – 2022' and delegated the Parish Clerk to make and return the responses accordingly. **ACTION: The Parish Clerk to complete the requisite response form and return to Hampshire County Council by the deadline of 17 July 2019.**

9. TO RESOLVE EXPENDITURE OF THE PARISH COUNCIL TO INCLUDE ANNUAL REVIEW OF PARISH COUNCIL INSURANCE

The Parish Clerk advised members of the expenses of the Parish Council to date, which amounted to £869.27 and scheduled below:

£71.28 – Enham – Grass Cutting – Invoice 13902
£23.09 – Kevin Glyn-Davies – Refund for Doman Name Renewal*
£449.50 – Kevin Glyn-Davies – Refund for Insurance Renewal**
£200.00 – Kevin Glyn-Davies – June Salary
£22.50 – Enham – Grass Cutting – Invoice 15553
£102.90 – N. W. Adams – Annual Playground Inspection – Invoice 1961

*Invoice 5976519 – names.co.uk

**Invoice LCO01452 – 266610 – BHIB Insurance Brokers

The Parish Clerk provided members with details of comparative parish council insurance renewal quotations and members agreed to opt for the BHIB Insurance Brokers schedule.

The Parish Clerk expressed his concern that he was still not receiving the monthly bank statements from Lloyds, which is absolutely necessary. **ACTION: The Chairman stated he had instructed the bank to send future statements direct to the Parish Clerk but would check with the bank and investigate.**

Members unanimously RESOLVED the expenditure of the parish council including the annual review of the parish council insurance.

10. TO RECEIVE AN UPDATE FROM THE LLPF COMMITTEE AND ACTIVITIES.

Cllr. Tim Bilborough advised members that he had just received the annual playground inspection report from N. W. Adams and had not yet had chance to read and appraise it accordingly. Members agreed that Cllrs. Tim Bilborough and Rod Bowker will meet on 13 July 2019 at the Little London Play Area and compare the findings contained in the report to actual and consider what remedial action is necessary. The Chairman advised that he has asked Wicksteed for a quote for the replacement of a bar as part of the climbing frame and is awaiting a response.

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ACTION: Cllrs. Tim Bilborough and Rod Bowker to meet on site at the Little London Play Area and evaluate the annual playground inspection report against actual and consider remedial action as appropriate.

11. TO DETERMINE PLANNING APPLICATIONS

None received.

12. TO RESOLVE PARISH COUNCIL'S DESIGN STATEMENT

The Chairman advised members of a design or position statement of the Parish Council in respect of the nature of the parish and development policy. The statement presented by the Chairman to members was as follows:

The Nature of the Parish:

The parish is made up of the separated communities of Finkley, Smannell, Little London, Woodhouse and Upper Enham. For the most part, they are within themselves fairly decentralised with agricultural land between many of the houses. Residents cherish the rural nature of the parish with its many old and thatched houses, lanes, footpaths and woodlands. Much of the parish is in the North Wessex Downs Area of Outstanding Natural Beauty.

Development Policy:

The parish has recently had the vast residential development in East Anton, now passed from the parish to Andover with a boundary change, which leaves no justification for another development in the parish. Andover is next door and it is the council's policy that the parish remains clearly separate from it both with local gaps and with its above expressed nature. The green field sites between and within the communities should not be developed and the rural nature of the parish maintained.

Members unanimously RESOLVED the Parish Council Design statement and requested that the Parish Clerk notify Test Valley Borough Council accordingly and place on the Website.

ACTION: The Parish Clerk to notify Test Valley Borough Council of the above resolved Parish Council Design Statement and to place on the Website accordingly.

13. FOOTPATH AND ROADS UPDATE

No updates or reports received.

14. TO DISCUSS THE SETTLEMENT WITH ANDOVER TOWN COUNCIL

The Chairman explained, as referred to earlier in the meeting, that there has been no response or communication with Andover Town Council with respect to the parish boundary settlement. For the benefit of new councillors and parish clerk, the Chairman proceeded to explain the agreed calculation of the apportionment of accrued precept that is due to the Augusta Park element now part of Andover Town Council. Members agreed that the Parish Clerk should contact the Town Clerk at Andover Town Council and progress matters as necessary.

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ACTION: The Parish Clerk to contact the Town Clerk at Andover Town Council and establish the position so that this matter can be progressed.

15. TO RESOLVE THE PARISH CLERK'S JOB DESCRIPTION AND CONTRACT OF EMPLOYMENT

The Chairman advised members of the Parish Clerk's job description and contract of employment that has been drawn up in close consultation with the Parish Clerk. Members unanimously RESOLVED the job description and contract of employment for the Parish Clerk.

16. TO RESOLVE THE PARISH COUNCIL CODE OF CONDUCT AND OTHER MANDATORY POLICIES AND DOCUMENTS

The Parish Clerk referred to a number of mandatory policies and documents that must be adopted to comply with current legislation that were previously circulated to all members for comment. Members unanimously RESOLVED to accept the parish council code of conduct, mandatory policies and associated documents.

17. BOROUGH AND COUNTY COUNCIL REPORTS

County Cllr. Kirsty North reminded members of the importance of completing the Hampshire County Council 'Balancing the Budget' consultation document referred to earlier in this meeting and was pleased that the Parish Council was making a response accordingly. She advised members to continue to report pot-holes to Hampshire County Council as the Highway Authority and invited members to report these to her direct if they wished as she had concerns as to the effectiveness of the on-line reporting tool. Hampshire County Council is currently booking slots to get teams out to areas to address pot-holes and that they are now treated by a 'Dragon Patcher'.

18. COUNCILLORS QUESTIONS

None recorded.

There being no further business to transact, the Chairman closed the meeting at 20.25 hours. The next meeting of the Smannell Parish Council will take place on 2nd September 2019 at the Smannell and Enham Church of England Primary School at 19.15 hours.