

Minutes

Meeting of Ampfield Parish Council (Annual): Wednesday 05 May 2021

Held online, 7:00pm to 8:30pm

Present

Members of Ampfield Parish Council:

Chairman Bryan Nanson
Vice Chairman Graham Roads
Cllr Martin Hatley (from 7:10pm)
Cllr Chris Ling
Cllr Mujeeb Rahman
Cllr David Stevens (from 7:10pm)
Cllr Julie Trotter

Others:

Clerk to the Council, Kate Orange

Election of Chairman

3361. *It was proposed to elect Cllr Bryan Nanson as Chairman (Nominated by Cllr Roads; seconded by Cllr Rahman).*

RESOLVED

Apologies

3362. Apologies were received from Cllr Kate McCallum.

Previous Minutes

3363. The Council agreed the Minutes of the Meeting of Monday 12 April 2021, and a copy was signed by the Chairman.

Matters arising from the Minutes

3364. Any matters arising from previous Minutes were handled under the relevant agenda item.

Declarations of Interest

3365. *Members present confirmed that they had reviewed their "Register of Pecuniary Interests" forms and that no revision was needed: Cllrs Ling, Nanson, Rahman, Roads & Trotter.*

RESOLVED

3366. No Member declared any pecuniary or other interest in any business on the agenda for the Meeting.

Minutes of Planning Committee

3367. The Council received the Minutes of the Meeting of the Planning Committee of 29 March 2021.

Financial Matters

3368. *The Council received the bank reconciliation to the end April 2021.*

RESOLVED

3369. *The Council received the calculation of working capital to the end of April 2021.*

RESOLVED

3370. *It was agreed that the following payments should be made:*

<u>Details</u>	<u>Amount, £</u>
<i>Business Stream: pavilion water supply</i>	23.36
<i>County Locksmiths</i>	42.05
<i>HALC: affiliation fee and NALC levy 2021-22</i>	539.08
<i>Ace Liftaway, topsoil for recreation ground</i>	180.00
<i>Redington: PAT, pavilion</i>	84.00
<i>Fair Account: Internal audit</i>	150.00
<i>Clerk's net salary, Apr</i>	763.49
<i>HMRC employment payments</i>	8.04
<i>Clerk: reimbursement of expenses, inc pavilion legionella test</i>	96.59
Total (including VAT)	£1,886.61

RESOLVED

3371. *It was proposed to authorise the payment of £2,887.50 to Climbers Way for treework, to be paid after completion of the work.*

RESOLVED

3372. *It was noted that the following payments had been made between Meetings:*

<u>Details</u>	<u>Amount, £</u>
<i>NEST</i>	55.67
Total (including VAT)	£ 55.67

RESOLVED

3373. *It was noted that the Council had received the following income:*

<u>Details</u>	<u>Amount, £</u>
<i>insurance claim for stolen speed sign</i>	2,625.00
<i>TSB: monthly interest</i>	5.51
<i>precept 1st installment of two</i>	19,745.00
<i>burial ground fees</i>	171.00
Total	£22,546.51

RESOLVED

3374. *The Council received the report of expenditure against budget to the end of April 2021.*

RESOLVED

3375. *It was proposed to allocate funds to earmarked reserves as follows:*

<u>Details</u>	<u>Amount, £</u>
<i>Recreation Ground</i>	<i>20,000.00</i>
<i>General & Contingency Reserve</i>	<i>6,000.00</i>
<i>Election Reserve</i>	<i>4,000.00</i>
<i>Capital Replacement Reserve</i>	<i>5,000.00</i>
<i>PPE for Ampfield Neighbours Reserve</i>	<i>285.02</i>
<i>Allotments: refundable deposits</i>	<i>1,200.00</i>
<i>S106 dipping platform</i>	<i>1,286.00</i>
<i>Morleys Green Commuted Reserve</i>	<i>67,669.48</i>
Total	£105,440.50

RESOLVED

3376. *The Council received the Summary of Accounts for the year ending 31 March 2021 (management accounts).*

RESOLVED

3377. *The Council noted that the internal audit was successfully concluded and received the internal audit report for the year ending 31 March 2021 (AGAR page 3).*

RESOLVED

Recreation Ground Carpark Lighting

3378. Cllr Chris Ling reported on the carpark lighting:

- There have been five incidents of damage to the bollard lights since they were installed.
- The lights were fragile (easy to knock over) but also easy to repair.
- The narrow width of the carpark made it hard for cars to manoeuvre without overhanging the verge, and risking collision with the lights.
- Cllr Ling was looking at options to reduce the chances of damage to the lights, including moving them further into the verge towards the hedge line. This may be preferable to putting barriers at the existing light positions, which may damage any cars that hit them.
- A firm proposal would be presented to the subsequent Meeting.

3379. There was discussion about the unsuitability of the lights for their position at the edge of a carpark due to their lightweight construction, and whether they should have been specified. Cllr Hatley would discuss this with the contractor.

Election of Vice-Chairman

3380. *It was proposed to elect Cllr Graham Roads as Vice-Chairman (Nominated by Cllr Nanson; seconded by Cllrs Trotter & Hatley).*

RESOLVED

Appointment of Planning Committee

3381. *It was confirmed that the Planning Committee members would be all Councillors except Cllr Martin Hatley, due to possible conflicts with Cllr Hatley's role at Test Valley Borough Council.*

RESOLVED

Confirmation of time and place of ordinary Meetings up to the next Annual Meeting

3382. *It was proposed to hold all subsequent Ordinary Meetings (up to the next Annual Meeting) in Ampfield Village Hall at 7pm on the following dates: 14 June 2021, 12 July 2021, 13 September 2021, 11 October 2021, 08 November 2021, 10 January 2022, 14 February 2022, 14 March 2022, 11 April 2022, 09 May 2022.*

RESOLVED

Review of Council policies, subscriptions and agreements

3383. *It was confirmed that the list dated 05 May 2021 was a true record of the policies, subscriptions, agreements and documents in place.*

RESOLVED

3384. *The Council noted the revisions to the asset register.*

RESOLVED

3385. *The Council noted that measures had been taken for the safe re-opening of the pavilion following the COVID-19 lockdowns, including implantation of the risk assessment, steps to reduce risk of legionella infection, and testing for legionella.*

RESOLVED

Appointment of portfolio holders

3386. *It was proposed that Members would have the following roles/portfolios:*

Chairman Bryan Nanson Planning, Finance, Woodland, Recreation Ground, Test Valley Association of Parish Councils

Vice-Chairman Graham Roads Planning, Ampfield Countryside Heritage Area, Woodland

Cllr Martin Hatley Borough Councillor, Ampfield Countryside Heritage Area

Cllr Julian Jones Planning, Website

Cllr Chris Ling Planning, Transport & Highways, Lengthsman, Resilience, Website

Cllr Kate McCallum Communications, Planning

Cllr Mujeeb Rahman Planning

Cllr David Stevens Planning, Woodland, Safer Neighbourhood Action

Cllr Julie Trotter Planning, Village Hall, Defibrillators

RESOLVED

Lengthsman

3387. *It was propose to take part in the Lengthsman Scheme for the year commencing 1 April 2021, part funded by Hampshire County Council with a contribution from the Parish Council, if invited.*

RESOLVED

Arrangements for Annual Parish Assembly and Spring Newsletter

- 3388. The following arrangements were in place for the Annual Parish Assembly:
 - 17 May 2021 at 7:30pm in Ampfield Village Hall;
 - Must be comply with COVID-19 regulations;
 - Council would liaise with the Village Hall about Hall capacity;
 - Village Hall had a Test and Trace QR code;
 - Village Hall had revised risk assessment and renewed signs in light of latest COVID-19 regulations; and there was an information board for viewing on entry to the building.
 - Entry to the Hall was through the main doors and exit through the garden room.
 - The capacity was 23 people in the main hall and a further 8 in the garden room. The regulations may change to permit closer spacing between people.
 - Further guidance was anticipated, and the arrangements may need to be revised accordingly.
- 3389. The Spring Newsletter would be published online only, from Friday 07 May 2021.

Reports from Committees and Portfolio Holders

- 3390. Vice-Chairman Graham Roads was looking into the issues surrounding the provision of high speed broadband to rural locations. At least six houses had very low speeds: possibly others too. At least one house sale had fallen through due to the low speed of broadband.

Borough Councillor’s Report

- 3391. Borough Councillor Martin Hatley reported on behalf of Test Valley Borough Council.
 - Cllr Hatley would cease to be Mayor of Test Valley on 19 May 2021 at the Annual Meeting of Test Valley Borough Council. The Meeting was likely to be held in the Plaza. The formal commemoration would take place in October or November 2021.
 - In relation to the COVID-19 pandemic, Cllr Hatley noted how the Borough Council staff were able to work at home and have their phone calls transferred to them smoothly due to the capabilities of the new telephone system. However, staff were under addition stresses from working remotely. There were now signs for optimism that the situation with the pandemic was improving. Cllr Hatley praised the Parish Council for coping well.
 - The Borough Council had purchased an addition refuse truck to collect garden waste, as the quantities had increased during the pandemic.

Date of Next Meeting

- 3392. The next meeting of the Parish Council would be held on Monday 14 June 2021 at 7pm in Ampfield Village Hall.

Chairman

Date