

## Minutes

The Minutes of the Meeting of Ampfield Parish Council held in the Village Hall, Ampfield on Monday, 3<sup>rd</sup> September commencing at 7pm.

PRESENT: Miss M.I. Rothwell (Chairman) – Presiding  
Mr E. Butcher, Mr A. Clark, Mr P Edwards,  
Mr J.A. Jones (left the meeting at 9.08pm after para 1921),  
Mr B.W. Nanson, Mr G.C.A.Roads,  
Mr D. Stevens

### 1910 Apologies for Absence

Apologies had been received from Mr M Hatley who had other commitments.

### 1911 Minutes

The Minutes of the Meeting held on Monday, 9<sup>th</sup> July 2012, having been circulated previously, were confirmed by the Meeting and signed by the Chairman.

### 1912 Matters Arising from the Minutes

There were no Matters Arising which were not covered by items on the agenda.

### 1913 Declarations of Interest

Mr Butcher, Miss Rothwell and Mr Roads declared an interest in St Mark's Church as they were members of the Friends of St Mark's Church.

### 1914 Public Participation

There were no members of the public present at the meeting.

### 1915 Ampfield Recreation Ground

#### 1915.1 Maintenance

The hedge behind the playground on the A3090 had been cut by Test Valley Borough Council (TVBC) maintenance team. Broken glass had been left around the swings in the playground; prompt action had been taken by those on playground inspection and the area had been made safe. Some lessons had been learnt from the incident; materials had been

acquired to help ensure such areas could easily be cordoned-off in the future.

#### 1915.2 Repairs to pitch

Perimeter edges on the far side of the Recreation Ground had been strimmed and the weeds had been flailed again to keep the area tidy and reduce the habitat favoured by rabbits. The contractor had continued to fill and re-seed rabbit holes before match days. There were still some very deep holes but there were fewer overall than in the previous year. Mr Nanson had issued a paper prior to the meeting reviewing the situation including any need for rabbit fencing. Council agreed the recommendation that rabbit fencing would not be installed as it was expensive, needed on-going maintenance, was not guaranteed to be successful and would be unsightly. However, as Council had a responsibility for the safety of both the general public and the cricketers, it was also agreed holes would be filled on match days again in 2013, and that hole-filling would continue during the closed season as necessary. Pest control measures would also continue as required.

#### 1915.3 Area behind the concrete base

The area behind the concrete base at the eastern end of the playground was unsightly, covered in weeds and difficult to walk over. The weeds had already been treated but it was agreed that the area should be made safer and should be tidied up. Arrangements would be made to remove some of the hardcore, level the area leaving a slight slope and grass over it. It was agreed that Mr Nanson would take forward the project which was not expected to exceed £300. In response to a query about the fire extinguishers in the portakabins, Council was reminded that these would be serviced by the same firm, and at the same time, as those in the Village Hall.

### 1916 Chapel Wood

#### 1916.1 Friends of Chapel Wood

There had been no working parties since July but the Friends of Chapel Wood had held their AGM on 23<sup>rd</sup> August. A management timetable had been drawn up to cover the period to 2016 and a programme of maintenance had been agreed. Maintenance activities would include clearance of boardwalks and footpaths, weeding of the box hedge and covering with suitable material to suppress weeds, and tidying the area around the cremation plaques. Council agreed to the purchase, up to £25, of a suitable material to suppress the weeds. Full details were contained in the minutes from the meeting.

## 1916.2 Work in the Woodland

Next year TVBC would be asked to cut down the bracken around the 2<sup>nd</sup> week in July and the last week in August. Some tree planting was being planned including the “Jubilee Oak”; Miss Rothwell agreed to take part in a tree-planting ceremony. Mr Roads would discuss with Mr Clark the creation and inscribing of a plaque to mark the occasion. More bulbs would be acquired for planting around the woodland. The risk assessment for Chapel Wood, which was reviewed annually, had been agreed at the AGM. The Parochial Church Council was planning an event in the woodland in early December; when more details were known this would be subject to a risk assessment. Efforts would be made to get a grant towards the publication of the updated leaflet about the woodland.

## 1916.3 Burial Ground

A map had been received from the Diocesan Registrar at Winchester showing the areas of consecrated and unconsecrated ground of Ampfield’s Burial Ground. This was accepted as the definite map. It was agreed that the extreme western side of the Burial Ground would be cleared of rhododendron and other shrubs to allow the marking out of a new line of graves. This would mean the eventual re-siting of a memorial bench and Mr Roads would write to the family concerned to explain what was planned and why. Once the area was cleared, arrangements would be made to have all the lines of the graves clearly marked and mapped out by a surveyor. Council agreed expenditure up to £300 for this task but authorised Miss Rothwell to increase this sum if necessary. The area designated for cremation plaques did not appear to be the most appropriate and did not seem to agree with the original plan. It was agreed that Mr Roads would consider how best to take this forward with Mr Nanson and report back to Council.

## 1917 Financial Matters

### 1917.1 Accounts for payment

It was proposed by Mr Nanson, and seconded by Mr Jones, that the following accounts be paid:

<u>Cheques to be signed at the meeting:</u>	£ (inc VAT)
Office Expenses D Matthews- 9/7/2012-3/9/2012	24.55
D Matthews-September salary	539.96
HMRC - September payments	150.45

D Matthews - October salary	540.16
HMRC - October payments	<u>150.25</u>
	<u>405.37</u>

Payments made between meetings

C Hoare Tree Services-work to uprooted tree	840.00
HALC Core skills training-Cllr Edwards	36.00
Digley-Playground inspection	42.00
Cllr Nanson-Tapes Direct - barrier tape for Rec Ground	14.44
Cllr Roads-Mileage to LCAS & sundries Woodland	44.05
Mr Phelps-repair to rabbit damage at Rec Ground	264.00
TVBC-planning advice	<u>318.00</u>
	<u>1,558.49</u>

1917.2 Income and anticipated expenditure

Bank reconciliations for June and July, together with expenditure & income, office expenses statements and budget and actual expenditure figures, had been issued. It was noted that the biggest single item of expenditure in the period had been tree works. Office expenses for the period had been modest. Council noted that general expenditure against budget to August 2012 had been low; this would change as loan payments and maintenance bills came through the system. Council was pleased to note that the Annual Return for 2011/2012 had been received back from the Audit Commission without adverse comment. In the next month the Clerk would arrange for notices to be put up advising electors of their right to see the Annual Return. Mr Nanson remained in touch with TVBC about the monies outstanding from the buildings next to the Golf Club.

1917.3 Assets including notice boards, right to build & projector

Notices advertising events at St Marks had been placed on the Romsey Extra Parish section of the board on the Straight Mile. The Clerk would write again to the churchwarden requesting that notices were restricted to the Ampfield section of the board. The Clerk had written to TVBC asking that Council's interest in the Village Hall and in Ampfield School, under the Community Right to Build provisions, was put on record. This was to ensure that Council was notified in advance should these community buildings ever come up for sale on the open market. Unfortunately, the provisions were not expected to be finalised before the autumn but TVBC would retain the request and advise when things changed. An application for a grant from the Awards for all Scheme to purchase a projector, laptop and associated connections had been submitted.

1917.4 Insurance renewal

Council noted and agreed the insurance renewal provisions from Came & Co for the year October 2012-2013. Council accepted Lockerley Stone's re-evaluation of

the WW1 & WW2 memorials situated at the end of Knapp Lane; insurance value would be increased to £25, 000 for both items. It was noted that the insurer required 14 days' notice of any bonfires to be lit.

#### 1917.5 Investment Strategy

Mr Nanson had circulated a paper setting out Council's current banking methods and outlining an option for increased returns. This would involve transferring some of Council's reserves into an interest bearing investment account. In view of the negligible return that had been received in recent years from high street banks, Council agreed to the investment of £20,000 from reserves, for 6months, in the Co-operative Bank's Fixed Rate Deposit Account. With an advertised rate of 1.75% this would give an annual return of £350. Mr Nanson and the Clerk would take this forward. The investment would be reviewed at the end of the 6-month period.

#### 1918 New Code of Conduct

Mr Nanson, Mr Roads and the Clerk were due to attend a training event run by TVBC about the new Code of Conduct on 25<sup>th</sup> September. They would report back to Council in November. After which, if anyone else wanted to be trained, they could attend the events being run by Hampshire Association of Local Councils.

#### 1919 Health & Safety Policy

A paper prepared by Mr Roads, about whether Council should adopt a Health & Safety Policy, had been circulated prior to the meeting. As Council employed less than 5 people it was not legally required to have a Health & Safety Policy, however, research indicated that it was considered good practice to do so. Council agreed that there would be advantages to having such a policy. Mr Roads would find out what other Parish Councils used and develop a straightforward document for consideration. It was not felt necessary to have a specific portfolio created to oversee health & safety issues.

#### 1920 Parish Lengthsman Scheme

Mr Clark had circulated a paper about the Parish Lengthsman Scheme, re-introduced by Hampshire County Council, and operated by some local parishes. It was agreed that the scheme had merit and should be investigated further. However, Ampfield would not wish to directly employ the person and would not be the lead Council in any group. Mr Clark would speak to the Lengthsman employed in the South Winchester area and establish what work is routinely undertaken and how the process works. He would consider what tasks could usefully be done in Ampfield and would report back to Council in November.

1921 Communication Policy

Mr Edwards had considered how Council might improve and broaden communications with Parishioners. The wider use of the Messenger, the parish magazine published by the Parochial Church Council of St Mark's, was proposed. Press reports of Council meetings, and updates about working parties in the woodland, already featured regularly. It was agreed that articles, for example, about planning, highways, the website or finance could improve understanding about what Council does and the issues it faces. These could be in the months when there were no press reports and for a trial period of 6 months. It was decided that Council would not seek to share space and costs in the December issue of the Messenger, for the foreseeable future. It was agreed that a communication strategy should be developed by Mr Edwards; this would help to identify what should be communicated to whom, by when and by which method.

1922 Correspondence and Communications

A list of items received on paper and electronically is at Annex A.

Further communication from Southern Water had been received about their programme to fit water meters at certain postcodes in the area. It was agreed that this should be put on the parish website. Notice had been received that there would be a temporary closure of a section of Pound Lane around the railway bridge for up to 3 months starting on 10th September 2012. A representative of the Village Agent Project, which was part of HCC's Older People's Well-Being team, was expected to contact Council about the value of the project to local communities. They would also be speaking at the HALC AGM in October.

1923 Proposed development at Morleys Lane

A revised application had been submitted by the Perbury Group containing amendments made in the light of comments received from various parties about aspects of the original application. TVBC would seek comments from Council and so a further planning meeting would be called to consider the amendments. It was thought that the Southern Area Planning Committee would consider the application in November. It was agreed that the Chairman of the Planning Committee would meet with the developer and his representatives and with other relevant bodies in order to keep abreast of changes and activities and so protect the interests of the Parish. It was also agreed that he would keep in touch with the developer and with TVBC about Section 106 provisions; this approach would also be used with all other developments attracting S106 funds.

1924 Reports from Committees and Portfolio Holders

1924.1 Ampfield Countryside Heritage Area

Mr Roads advised that a talk had been provisionally arranged for 26<sup>th</sup> November 2012.

1924.2 Planning Committee

The following applications had been commented on after discussion on:

23<sup>rd</sup> July 2012

12/01276/FULLS	170 Knapp Lane
12/01365/FULLS	The Vicarage, Knapp Lane
12/01308/FULLS	22 Beechwood Crescent
12/01345/FULLS	11 Hook Road
12/01369/TREES	Dove Cottage, Knapp Lane
12/01493/FULLS	2 The Paddocks
12/01411/CLCS	Kievel Stone Ltd, Lower Farm, Pound Lane
12/01533/TPOS	33 Beechwood Crescent

13<sup>th</sup> August 2012

12/01595/FULLS	23 Hook Road
12/01517/FULLS	354 Hursley Road

29<sup>th</sup> August 2012

12/01737/FULLS	Three Trees Caravan Park, Ampfield Hill
12/01794/TPOS	4 Hook Water Road

1924.3 Safer Neighbourhood-Local Action Group

The Group would meet next at Romsey Police Station on 18<sup>th</sup> September 2012. It was agreed that the Police should be informed about the application to put a gypsy encampment at the bottom of Ampfield Hill. It would be helpful to find out who retains and controls the speed check information; Mr Stevens would try to identify contacts.

1924.4 Village Hall Liaison

The Management Committee would meet next on 6th September; there had been no progress on the finance situation.

1924.5 Finance Committee

Footpath Warden

Hampshire Association of Local Councils

Public Transport & Highway Liaison (para. 1925.1)

School Liaison

Test Valley Association of Parish Councils (TVAPC)

Tree Wardens/Environment

Website

There was nothing new to report.

1925 Highway Matters

1925.1 Speed limit in Pound Lane

Mr Clark, Mr Nanson and Mr Edwards had met with a representative from Highways and Councillors from Romsey Extra and North Baddesley Parishes to discuss a recent review of speed limits on some local roads. It was agreed that a proposal would be put forward to reduce the speed limit on Pound Lane from 60mph to 40 mph. Mr Harris at Gosport Farm had been pleased to hear about the proposal as he had recently written to HCC about the increasing number of accidents in the Lane. It had also been agreed at the meeting that a “no-left turn” at the top of Pound Lane into Flexford Road would also be proposed.

1926 Test Valley Borough Council (TVBC)

Mr Hatley was not at the meeting.

1927 Date of the Next Meeting

It was noted that the next meeting of the Council would be held on Monday, 12th November 2012 in the Village Hall, Ampfield starting at 7.00pm

1928 Closure

The meeting closed at 9.45pm.

**Chairman**.....

**Date**.....