

Minutes

The Minutes of the Meeting of Ampfield Parish Council held in the Village Hall, Ampfield on Monday, 9th May 2016 commencing at 7pm.

PRESENT: Bryan Nanson (Chairman)
Allan Clark, Pete Edwards, Martin Hatley (from para 2397) Julian Jones, Graham Roads, David Stevens and Julie Trotter

2387 Election of Chairman

It was proposed by Allan Clark and seconded by Julian Jones that Bryan Nanson be re-elected Chairman for the coming year. There being no other nominations Bryan Nanson was declared elected. Bryan Nanson signed the Declaration of Acceptance of Office on re-election as Chairman.

2388 Election of Vice-Chairman

It was proposed by Bryan Nanson and seconded by Graham Roads that Allan Clark should be re-elected Vice-Chairman. There being no other nominations, Allan Clark was declared re-elected.

2389 Attendance and Apologies for Absence

Council noted and approved Miss Rothwell's continued absence.

2390 Minutes

The minutes of the meeting held on Monday, 11th April 2016, having been circulated previously, were confirmed by the meeting and signed by the Chairman.

2391 Matters Arising from the Minutes

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

2392 Declarations of Interest

Julie Trotter declared a personal interest in Morleys Green, and also in the Village Hall as she was a Trustee and member of the Management Committee.

2393 Public Participation

No members of the public were present.

2394 Planning Committee Composition

It was agreed that all Councillors would be members of the Planning Committee with the exception of Martin Hatley who held the Planning portfolio in his capacity as Borough Councillor with Test Valley Borough Council. It was proposed by Bryan Nanson and seconded by Graham Roads that Allan Clark be appointed Chairman of the Planning Committee. There being no other nominations, Allan Clark was declared appointed. The Chairman of the Council would attend as an ex-officio member.

2395 Development Advisory Group Composition

It was agreed that Allan Clark would be convenor of the Group with Bryan Nanson, Margaret Rothwell and David Stevens as standing members. All other councillors would attend as required.

2396 Portfolio appointments were made with the agreement of all members:

Ampfield Countryside Heritage Area	}	
Chapel Wood	}	Graham Roads
Environment	}	
Allotments		Julian Jones & David Stevens
Ampfield School Liaison		Margaret Rothwell would remain the contact point
Communications		Peter Edwards
Finance		Bryan Nanson
Footpath Warden		Mrs Barbara Jerrome *
Morley's Estate Management Liaison including the Village Green		Allan Clark
Public Transport & Highway Liaison including the Parish Lengthsman Scheme		Peter Edwards
Recreation Ground		Bryan Nanson with support from Allan Clark
Safer Neighbourhood Scheme		David Stevens
Test Valley Association of Parish Councils	}	Bryan Nanson
Hampshire Association of Local Councils	}	
Village Hall Management Committee		Margaret Rothwell. (Bryan Nanson would attend in her absence)
Village Design Statement		Graham Roads
Webmaster		Julian Jones

*Graham Roads would confirm this with Barbara Jerrome.

2397 Matters arising from the Parish Assembly held on Monday 25th April 2016

Some of the key issues raised by parishioners included the flooding of the A3090, the compacted condition of some of the allotment plots and the increasing nuisance of dog mess. Pete Edwards would discuss the flooding issue with Cllr Alan Dowden. David Stevens and Julian Jones would investigate the condition of the soil and research any remedies. It was noted that Test Valley Borough Council (TVBC) would empty normal refuse bins which contained dog mess. It was agreed that Allan Clark and Martin Hatley would get up to 5 additional bins for placement where dog walkers were most likely to need them. Graham Roads would acquire signs for bins which let people know that they could use them for dog mess.

2398 Finance Matters

2398.1 Purchase of back-up drive for PC

Council approved the purchase of a back-up drive for the Clerk's PC following the breakdown of the existing one.

2398.2 Accounts for payment, income and anticipated expenditure

Council approved the renewal of subscription to the Local Council Advisory Service but decided not to continue with the membership of the Local Council Review.

It was proposed by Julian Jones, and seconded by Graham Roads, that the following accounts be paid:

Cheques to be signed at meeting	£ inc VAT
DEK Graphics & Print Limited - annual newsletter	402.00
C Hoare Tree Services- removal of overhanging branches of Beech 1147	72.00
Refreshments for allotment ceremony & Parish Assembly - Cllr Trotter	5.83
Samsung portable hard drive- replacement back-up kit - Cllr Stevens	44.94
Konica Minolta - copies 24/1-23/4/16	7.97
Ribbon for allotment ceremony - Cllr Clark	2.78
LCAS membership renewal	114.00
Local Council Review magazine subscription – NALC	17.00
Office Expenses 14 March - 8 May 2016 - D Matthews	<u>15.66</u>
	<u>682.18</u>
Payments made between meetings	
County Locksmiths - keys for electrical cupboard in allotment kitchen	13.90
Allbrook Pest Control - moles on Recreation Ground	120.00
Corrido/Jati - 3 benches, fittings & inscriptions for Village Green	1200.93

Evengreener - 16 compost bins

280.26
1615.09

Council noted and approved the cheques signed between meetings. Receipts for April were £17,418.01, the majority of which was the first payment of the Precept at £16,951. The bank accounts at 8th May stood at £36,641.04 of which £18,418 was in named reserves. Council noted the bank reconciliation for April 2016. At this early stage in the year expenditure had been modest at just over £2,300 at the end of April; the main items were the renewal of annual subscriptions and the purchase of benches for which a donation had been made by the Perbury Group.

2398.3 Review of banking arrangements and Finance Regulations

Council reviewed banking arrangements. New accounts had been opened to accommodate the S106 monies to be received from the Morleys development. It was agreed that no other action was needed. Finance Regulations had been updated in February 2016; it was agreed that no action was required until the next review date of May 2017.

2398.4 Year-end accounts

It was noted that the internal auditor was due the following week to review the accounts for 2015/16. The year-end accounts and the Annual Return would be presented to Council at its June meeting for review and approval.

2398.5 Financial and Business risk assessments

The Financial and Business risk analyses had been reviewed in November 2015. As there had been no changes since then it was agreed that no new actions were required. The next review would be done in May 2017. However, in view of the recent problems with the office PC kit, it was agreed that there would be a review of the set-up in the autumn.

2398.6 Investment strategy & policy

An investment strategy had been approved in November 2015 and was being implemented. Council agreed to review the document in May 2017

2398.7 Morleys Green management & purchases

Allan Clark reported that hand dryers had now been fitted in the 2 allotment buildings and a notice board had been hung in the allotment kitchen. It was noted that electrical items were only subject to PAT testing if they were portable. 3 benches for placement on the Village Green had been ordered. They would be funded from a donation made by the Perbury Group. Compost bins had been

ordered. The plot numbers for the allotments had been received; Allan Clark would fix them on the fences.

2398.8 Pension arrangements

It was noted that the Clerk had joined the NEST pension scheme with effect from 1st May 2016. It had been agreed that Council would contribute 3%, and the Clerk 5%, of gross salary. Council agreed to a monthly direct debit, raised by the Chairman, for payments to the pension scheme.

2399 Chapel Wood

2399.1 Friends of Chapel Wood and work in the Woodland

The overhanging branches had been dealt with by the tree contractor. The arisings by the pond had been shredded. A fresh quote would be sought for the piles of arisings in the Burial Ground. Another session or two would be needed before much of the unwanted vegetation and shrubs had been cleared. Proposal would be made for the installation of some seats in the Woodland. Costings for the building of the new dipping platform were almost complete; \$106 monies, in the region of £1200, would be sought.

2399.2 Burial Ground - management agreement

Bryan Nanson updated members on progress with the revised Burial Ground management agreement. A meeting with the new Vicar had been helpful and her signature on the documents was awaited.

2400 Ampfield Recreation Ground – maintenance matters

The door to the portakabin had deteriorated. Martin Hatley had arranged for a new door to be fitted and painted. The original weather strip and lock had been re-used and reclaimed handles had been attached. Up to £200 had been approved for the whole job. Council thanked Martin Hatley for his help with the replacement door. In the playground the 2 broken arras rails had been replaced and the damaged post had been repaired. The new post had not been used and would be retained for the future. It was agreed that Allan Clark would have a look at the binoculars from the slide to see how it could be re-attached. It was noted that the cricket season was about to start

2401 Correspondence and Communications

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

There were no major issues on the communications list that were not covered by the agenda.

2402 Reports from Committees and Portfolio Holders

Allan Clark spoke at the Southern Area Planning Committee (SAPC) against the application from Heywood. The majority of SAPC members had voted against the Officer's recommendation for permission and the application would now be referred to the Planning Control Committee. A parishioner had raised a query about an apparent mole survey being conducted in Green Lane. After investigation this turned out to be some work being done by Southern Water prior to installation of a new water main. Graham Roads reported on progress with taking forward the review of the Village Design Statement (VDS). A committee would be in place by July. Martin Hatley advised that a new "Neighbourhood Plan" officer was in place at TVBC who could advise on how best to review a VDS.

Pete Edwards reported that the order for a new Speed Limit Reminder sign had been placed. Roadworks had taken place in the Hook Road/Crescent and Hocombe Wood areas; this had included the filling of potholes and some re-surfacing. The bus shelter at the Pound Lane /A3090 junction was in need of refurbishment. Martin Hatley had organized someone to undertake this task. It was noted that a 30pmh limit had just been set at Jermyns Lane which was expected to be the start of the major works to improve the junction with the A3090.

Some of the road signs around the village area, which were made of wood, had been rotten and had been replaced. There was discussion about ownership of the road leading to the Village Hall. The Chairman would review existing records and investigate this further. It was noted that 2 allotments were in need of attention and that one of them had not been touched since allocation in February. In the absence of the Allotment Holders Association, the Clerk would take this up with the resident concerned.

TVBC had requested an update of the Open Space Audit which supported requests for monies from S106 Developer Funds. The Chairman would prepare a draft for consideration at the June meeting. Martin Hatley would prepare a similar submission for the Village Hall. It was noted that repairs & maintenance could now be included in requests for funds from the Community Infrastructure Levy, but not for S106 items.

2403 Test Valley Borough Council

There was nothing to add to the items reported on and discussed at the Parish Assembly

2404 Date of Next Meeting

The next meeting of the Parish Council would be held on Monday 6th June 2016 starting at 7pm in the Village Hall, Ampfield.

2405 Closure

The meeting closed at 8.25pm.

Chairman.....

Date.....