

## Minutes

The Minutes of the Meeting of Ampfield Parish Council held in the Village Hall, Ampfield on Monday, 11<sup>th</sup> November 2019 commencing at 7.15pm.

PRESENT: Bryan Nanson (Chairman) – Presiding  
Allan Clark, Martin Hatley, Chris Ling, Kate McCallum, Graham Roads,  
David Stevens and Julie Trotter

### 2957 Apologies for Absence

Apologies had been received from Julian Jones.

### 2958 Minutes

The Minutes of the Meeting held on Monday, 14<sup>th</sup> October 2019, having been circulated previously, were confirmed by the Meeting and signed by the Chairman.

### 2959 Matters Arising from the Minutes

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

### 2960 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 Committee.

### 2961 Public Participation

A member of the public was present.

### 2962 Financial Matters

#### 2962.1 Accounts for payment

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

<b>Cheques to be signed</b>	<b>£ inc VAT</b>
JN Landscapes - install new notice board	273.60
S Nightingale- SLR operation August-October	230.63
Wallops & District Branch RBL poppy wreath	18.00
TVBC 6-month maintenance contract April to September	1,947.73
D Matthews October salary	636.69
HMRC October payments	183.99
Dek Graphics & Print Ltd - newsletter	<u>243.00</u>
	<u>3,533.64</u>

#### **Payments made between meetings**

Eon electricity October Recreation Ground	46.47
NEST - October pension payment	58.64
PWLB Chapel Wood	2,642.99
Purchase of SLR battery - Simon Nightingale	<u>99.00</u>
	<u>2,847.10</u>

Council noted that the largest expenditure items were the 6-monthly invoice from TVBC for ground maintenance work at the Recreation Ground, Chapel Wood and the Churchyard, and the 6-monthly loan payment for Chapel Wood. Council confirmed and approved the cheques and payments made between meetings. Receipts for the month of October were £65,724.39. This high figure was due to an S106 payment of £55,624.95 and a CAF grant of £9,480.00, both amounts to be used for the Carpark/playground project. Bank balances on 11<sup>th</sup> November 2019 stood at £161,990.66 in total. Within that the Nationwide account, which was intended for the maintenance of open spaces at Morleys, stood at £67,188.67. Basic operating costs were £36,448 to end October, representing about 60% of budget spend.

#### 2962.2 Finance regulations - update

The revised version of the Model Finance Regulations issued by NALC had been circulated at the October 2019 meeting. There had been no significant changes since then. Procedures to be addressed included verification of bank reconciliations, and a review of financial planning and asset management. Council approved the revised version. The Chairman and the Clerk would take forward the outstanding items.

#### 2962.3 Assets – hedge trimmer

The Romsey Men's Shed had repaired the Stihl hedge trimmer. Council agreed to make a contribution of £25 to them. The Clerk would find out how best and to whom the payment should be made.

## 2963 Ampfield Recreation Ground

### 2963.1 Playground Project – update

The Chairman went through current project funding and expenditure figures. The S106 payment and CAF grant mentioned earlier had been received. The CIL application had been successful. There had been some savings made within the original contract; project finances were under control. There had been some mistakes in measuring out the playground area. Wicksteed had now advised that there was no longer room for the original pedestrian access path between the playground fence and the pavilion veranda without reducing the size of the playground. It was agreed that reduction of the playground was not acceptable and that the modification to the access path be accepted. This would mean that visitors from the White Horse end would either have to use the veranda or walk around the back of the pavilion to gain access to the Recreation Ground. Wicksteed planned to install the playground w/c 25<sup>th</sup> November.

The old vehicle access gate beside the pavilion was to be removed as part of the original planning consent. It was agreed that a pedestrian gate should be installed. This would require the removal of the height barrier and the planting of new hedging to fill in the gap.

### 2963.2 Car park-consideration of options

Members reviewed the original plan from 2005 for the layout and spacing of a carpark at the Recreation Ground. They considered 3 options – options 1 & 2 were to build the car park as the original plan and either (1), lock the gates unless an event was booked, or (2) leave the gates open with signs making it clear it was for users only and could be locked. The 3<sup>rd</sup> option was to install additional gates after 6-8 spaces; that section would be locked unless an event was booked. The 3<sup>rd</sup> option would also require a pedestrian gate on the southern fence. It was agreed that option 2 would be adopted. Members then considered security requirements and other features. It was agreed that the height of the northern boundary fence would be reduced, that low level lighting be installed and that CCTV be extended to cover the carpark. It was also agreed that a formal amendment to the building contract be made to cover these requirements and that the Quantity Surveyor be asked to let the contract to lay the cabling. Further investigation was needed on the best type of fencing needed for the new car park.

## 2964 Highways - traffic calming

The Chairman and Chris Ling would meet with Highways the following day to review their response to Ampfield's preferred traffic calming measures for the 30mph stretch of the A3090 through the Village.

## 2965 Morleys Management

### 2965.1 Allotment meters

Southern Water had advised that the supply of water to the Allotments was not Council's responsibility and that the meter could be disregarded. It had been established that the electricity meter in the Allotment kitchen was tapped off the supply to Morleys Green's estate lighting. It had been agreed with the Chairman of the Morleys Residents Company that the matter would be raised with the estate management company which had yet to be appointed.

### 2965.2 Ground Maintenance Contract

The 3-year maintenance contract had been awarded to J N Landscapes Ltd in July 2016 after a competitive tender exercise. The contract had been extended for a further year to December 2019 to provide the same service at the original price. J N Landscapes Ltd had put forward a revised contract for 2020 showing an increase of 1.8% in line with the Consumer Price Index. An annual cutting of the Allotment hedge had been added and work on the Bund had been included as a call-off activity. Council had been pleased with the service so far and had found them to be highly responsive to requests. Council agreed the acceptance of the new contract.

### 2965.3 Allotments update

Plot rental had been due on 1<sup>st</sup> October 2019. One of the 16 allotmenters had decided not to renew their plot. The plot had been offered to the person at the top of the waiting list and a decision was awaited. Should the offer be accepted this would be the first time there was no-one on the waiting list since the scheme's introduction in 2016. A note had been included in the Autumn newsletter inviting registration.

### 2966 Health & Safety Policy

Council's health and safety policy was due its 3-year review. Graham Roads had asked TVBC for sight of its policy to help establish best practice but their policy was also due a review. It was agreed, therefore, that Council would wait until January to take account of TVBC's revised policy.

### 2967 Village Design Statement (VDS)

Graham Roads updated Council on the current situation. The unexpected intervention by TVBC in the latter stages of the project had led to amendments and increased graphic design costs estimated at around £680. Additional grants might be pursued to help meet these costs. In the meantime the final proof read of the document was underway. Council considered and agreed the proposal to distribute the booklet to every household. It was estimated that printing costs would be around £1,200 for 1,000 booklets. The budget for printing and distribution was £1,250. Graham Roads would invite 3 firms to tender for the job.

2968 Chapel Wood

The Friends of Chapel Wood usually built a bonfire every December to dispose of the piles of arisings which resulted from the management of the woodland. The ministry team at St Mark's wanted to combine the bonfire with a carol service. Council was happy to support this but there would be insurance issues which would need to be resolved. Graham Roads and the Clerk would take that forward.

2969 Burial Ground Review

The Management Agreement and the Code of Practice govern how the Burial Ground is managed and administered. The 3-yearly review of procedures was due. Graham Roads had circulated the existing documents for consideration together with the new Winchester Diocese Churchyard Regulations which gave guidance on the nature and design of memorials. The new regulations were not considered to be much different to the previous and gave no cause for concern. The capacity within the Burial Ground was thought to be adequate for the foreseeable future. The Parochial Church Council was to meet the following week and would consider their part in the administration of the Burial Ground. Subject to any comments they might have, Council agreed to continue with the existing provisions. It had been brought to Council's attention that there was a view that the Burial Ground was a Church of England one. This was not the case and Graham Roads would follow this up with the funeral director concerned.

2970 Reports from Committees and Portfolio Holders

Chris Ling advised that the Lengthsman's next visit was due on 22 January 2020. Members were asked to report any suitable work for inclusion in the work schedule. Graham Roads had been in correspondence with a parishioner about footpaths, parking availability and related matters. It was agreed that he would continue to take this forward and, if thought helpful, would meet with the person concerned.

2971 Appointment of Clerk – staff in confidence

Council approved the appointment of Kate Orange as Clerk and Responsible Finance Officer following a recruitment campaign. A contract of employment would be issued shortly. The present Clerk, Doreen Matthews would retire at the end of the year. The one-month handover would begin on 1<sup>st</sup> December. Council thanked Doreen Matthews for her support and contribution to the work of Council.

2972 Correspondence and Communications

Council noted the interest from parishioners about traffic calming, parking and footpaths prompted by articles in the newsletter.

2973 Test Valley Borough Council

Martin Hatley apologised for his recent absences from meetings as his duties as Mayor of Test Valley kept him very busy. He was pleased to report that both Ampfield and Braishfield had been successful in obtaining CIL monies.

2974 Date of next meeting

The next meeting of Council would be held on Monday 13th January 2020.

2975 Closure

The meeting closed at 8.45pm

**Chairman**.....

**Date**.....