

Minutes

The Minutes of the Meeting of Ampfield Parish Council held in the Village Hall, Ampfield on Monday, 13th May 2013 commencing at 7pm.

PRESENT: Miss M.I. Rothwell (Chairman) – Presiding
Mr E. Butcher, Mr P Edwards, Mr M. D. Hatley,
Mr J.A. Jones, Mr G.C.A.Roads, Mr D. Stevens

1990 Election of Chairman

It was proposed by Mr Jones and seconded by Mr Roads that Miss Rothwell be re-elected Chairman for the coming year. There being no other nominations, Miss Rothwell was declared elected.

1991 Declaration of Acceptance of Office

Miss Rothwell signed the Declaration of Acceptance of Office on re-election as Chairman.

1992 Attendance and Apologies for Absence

Apologies had been received from Mr Clark and Mr Nanson who had other commitments.

1993 Minutes

The Minutes of the Meeting held on Monday, 11th March 2013, having been circulated previously, were confirmed by the Meeting and signed by the Chairman.

1994 Matters Arising from the Minutes

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

1995 Declarations of Interest

There were no declarations of pecuniary interest. It was noted that, in accordance with the law, members' registers of interest had been lodged with Test Valley Borough Council (TVBC) and were available to view on Ampfield's website.

1996 Public Participation

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

1997 Election of Vice-Chairman

It was proposed by Miss Rothwell and seconded by Mr Roads that Mr Nanson be re-elected as Vice-Chairman for the coming year. There being no other nominations, Mr Nanson was declared elected.

1998 Planning Committee Composition

It was agreed that all Councillors would be members of the Planning Committee with the exception of Mr Hatley who held the Planning portfolio in his capacity as Borough Councillor with Test Valley Borough Council (TVBC). It was proposed by Miss Rothwell and seconded by Mr Jones that Mr Clark be appointed Chairman of the Planning Committee. There being no other nominations, Mr Clark was declared appointed. The Chairman of the Council would attend as an ex-officio member.

1999 Finance Committee Composition

It was agreed that all Councillors would be members of the Finance Committee with the Chairman attending as an ex-officio member. It was proposed by Miss Rothwell and seconded by Mr Jones that Mr Nanson be Chairman of the Finance Committee. There being no other nominations, Mr Nanson was declared appointed.

2000 Portfolio Appointments were made with the agreement of all members:

Ampfield Countryside Heritage Area	}	
Chapel Wood	}	Mr Graham Roads
Tree Warden/Environment	}	
Ampfield School Liaison		Mr Edward Butcher
Communications		Mr Peter Edwards
Footpath Warden		Mr Martin Trotter
Public Transport & Highway Liaison including the Parish Lengthsman Scheme		Mr Peter Edwards with support from Mr Allan Clark
Test Valley Association of Parish Councils	}	
Hampshire Association of Local Councils	}	Mr Bryan Nanson
Safer Neighbourhood Scheme		Mr David Stevens
Recreation Ground		Mr Bryan Nanson with support from Mr Allan Clark
Village Hall Liaison		Miss Margaret Rothwell
Webmaster		Mr Julian Jones

2001 Matters arising from the Parish Assembly held on Monday, 29th April 2013

A number of residents raised concerns about the poor condition of some of the roads, for example Hocombe Wood Road, in the parish. It was acknowledged that the backlog was significant across the county following a couple of very wet and difficult winters. The contractors were swamped with work. Everyone was reminded that they could report highways issues themselves via the Hampshire County Council (HCC) website. Residents were assured that, when things calmed down, the problems in Green Lane would be given priority.

There was nothing significant to report about the speed limits on the A3090 but the Parish Council would continue to pursue reductions in some stretches of the road. Councillor Hatley advised that liaison with HCC about highways matters was on-going; the arrival of Yellow Dot Nursery and the building of the Abbotswood estate changed the nature of parts of the A3090 and he would continue to press for speed limits to be imposed. The large number of deer crossing the A3090 around the Ratlake area, and near the bridge on Pound Lane, was a major concern and suitable signs were requested. Councillor Dowden would take this up with Highways.

Many people suffered from very low broadband speed, especially in the village area, and Councillor Hatley encouraged everyone to sign up to the HCC sponsored scheme to improve the network. Regret was expressed about the amount of litter everywhere; some residents took the time to clear it themselves but thought that bins should be provided in places. Bins presented a different set of problems in rural areas, for example, by encouraging fly-tipping but Councillor Hatley would arrange for grabbers, gloves and bags to be made available.

Learning outcomes from dealings with parishioners over the proposed Morley's Lane development, and the alternative site of the Recreation Ground proposed by some residents, were queried. It was recognised that communications over such items could be improved and that options needed to be well-aired. Residents were always welcome at meetings and were encouraged to attend.

2002 Ampfield Recreation Ground

2002.1 Maintenance and repair work at old entrance gate

Rabbit holes continued to be repaired on match days; a modest amount of topsoil and grass seed would be needed in the coming months. As previously agreed the outfield was rolled by TVBC at a cost of £115. The hiring of a digger to clear the rubble from the old entrance gate had proved to be prohibitively expensive. An alternative approach to cover and seed the area had been agreed. Council was very grateful for the donation of top soil by Ace Liftaway which had now covered the area. The cost of the work and grass seed had been £88. It was expected that further work

would need to be done to ensure the newly covered area fitted in safely with the playground fence.

2002.2 Playground inspections

Council's current contractor had ceased trading and another firm –Play Inspections- had been recommended by Came & Co, the insurance brokers. Council agreed to accept the recommendation and hire the new contractors. After consideration of the frequency and nature of the inspections it was agreed that councillors would continue to do weekly, routine inspections of the playground (fortnightly in winter) and the contractor would conduct 2 six-monthly inspections- an operational inspection in March and an annual inspection in September. Single inspection costs would be £59.95 a visit.

2003 Chapel Wood

2003.1 Friends of Chapel Wood (FOCW)

There had been 2 well-attended working parties since the March Council meeting, and some ad hoc sessions, to deal with specific areas, including preparation for the Church fete.

2003.2 Work in the Woodland

The young Oak acquired to commemorate Queen Elizabeth II's Diamond Jubilee had been planted by the Chairman in the woodland in a small ceremony held in April. A protective framework against deer had been erected and a small plaque would be placed shortly. Three Amelanchier trees had been planted by the pond and would be visible from Chapel Hill. No protective frameworks had been erected around them but the FOCW would keep an eye on them and act accordingly.

Work would continue in improving vistas around St Mark's and more foliar feed would be applied to the plants forming the cruciform hedge. Some Holly had been coppiced in the upper woodland and Rhododendrons had been trimmed around the glade at the back of St Mark's room. A new section of rustic fencing had been put in place around the glade in time for the Church fete. The Clerk would contact TVBC to get the glade grass cut immediately prior to the fete. It was agreed that Mr Roads would speak to the Parochial Church Council about a risk assessment for the fete and for sight of their public liability insurance. He would also look at how best to block off the Knapp Lane & Chapel Hill entrances whilst the fete was on.

2003.3 Burial Ground

The Forestry Commission had cleared Rhododendron from its boundaries with Chapel Wood which had opened up new vistas particularly from the Burial Ground. Proposals by the Forestry Commission to erect a small replacement “country hedge” along those boundaries was welcomed, in principle, as it would provide some privacy to the Burial Ground; further details were awaited. The Forestry Commission had also removed and mulched the stumps of Rhododendron cleared by FOCW from the south western edge of the Burial Ground. This had saved a lot of effort and expense and Council was very grateful for their help.

The Revd. Gilks had issued an update of the burial register and of the position of burial plots. Council considered this together with a paper showing the numbers of occupied, allocated and unallocated burial plots across the whole ground. Council agreed that the existing line of cremation tablets on the western side should be filled up and then a corresponding 3 lines of tablets allocated on the eastern section of the Burial Ground to provide symmetry. Thereafter, consideration would be given to placing plaques on the southern side of the ground, across the path. The Clerk would advise the Revd. Gilks of the proposal.

Council considered and agreed a request from former residents of the parish, who had a strong connection to the area, to be buried in Ampfield Burial Ground when the time came. The Clerk would write to the people concerned.

2003.4 War Memorial

Council was grateful to Mrs Butcher, Knapp Lane for her work in keeping the memorial garden in good condition. Mr Roads advised that some box plants were available from the Burial Ground stock if any were required for hedging around the memorial.

2004 Finance Matters

2004.1 Accounts for payment

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

<u>Cheques to be signed at the meeting</u>	£ (Inc. VAT)
Dek Graphics & Print Ltd-newsletter	529.20
APCC Burial Ground admin fee	200.00
IOT Plc/Sharp- charge for copies	0.05

Zurich Management Services- LCAS subs renewal	114.00
G Phelps-work around old entrance on Rec Ground	88.00
Fair Account-P Reynolds-audit	115.00
Office Expenses-D Matthews	22.05
May salary- D Matthews	556.63
HMRC May payments	156.83
June salary-D Matthews	556.63
HMRC-June payments	<u>156.83</u>
	<u>2495.22</u>

Payments made between meetings

TVBC-maintenance contract-2nd installment	1028.36
Cllr Nanson- netgear ethernet cables	59.99
Landford Trees- 3 x Amelanchier for woodland	133.20
HALC annual subs & NALC levy	379.00
HALC training-Cllr Roads	36.00
LCR magazine & online service subs renewal	16.00
Landford Trees- delivery charge	10.00
Cllr Roads- mileage & cost of material to protect Oak Tree	20.52
April salary-D Matthews	556.83
HMRC-April payment	<u>156.63</u>
	<u>2,396.53</u>

Council approved the renewal of subscription to the Local Council Advisory Service and noted the annual payment to Ampfield Parochial Church Council for administration of the Burial Ground.

2004.2 Receipts and anticipated expenditure

The first instalment of the Precept at £16,268.50 had been received together with the council tax benefit grant of £851.90. Income from the Burial Ground had been high this period at £750. Council was pleased to note that Keats had renewed their sponsorship of the Parish website. It was very early in the financial year and, as shown in the budget and actual statement, expenditure had been very modest.

2004.3 Year-end accounts and Annual Return

The Annual Return, which had to be with the external auditor by 30th June 2013, had been completed and circulated to Council, along with the year-end accounts, prior to the meeting.

The Clerk, as Responsible Finance Officer (RFO), reported that Paul Reynolds, the Internal Auditor, had completed his audit of the Council's accounts for 2012/2013. There were no accounting matters which had to

be brought to Council's attention. His signed report, which was Section 4 of the Annual Return, was noted by Council. The Clerk then presented and explained the 2012/2013 Accounts and the Annual Return. It was proposed and agreed that the accounts be signed by the Chairman and the RFO. In addition, the Chairman and the RFO were authorised to sign Sections 1 & 2 of the Annual Return, Council having discussed and agreed all responses to the Annual Governance Statement in Section 2. It was agreed that risk assessment review dates should be added to the Financial Regulations when they were reviewed at the end of the year. It was also agreed that a process for checking the efficiency of the back-up drive should be introduced.

Notice of the forthcoming external audit had been posted on notice boards on 3rd June 2013 and would stay there until the 16th June. This advised electors of their rights to examine the accounts and the process by which they could do so. The accounts would be available for examination from 17th June until 12 July 2013.

2004.4 Assets including back-up drives

Council had been made aware that the back-up drive to the PC had failed and had had to be replaced. Council agreed to the write-off of the iOmega 120GB external hard drive which had been purchased in 2006 at a cost of £105. Mr Jones would arrange for its confidential disposal and destruction. The replacement, which was a WD 1TB device, cost £54.16 exc. VAT.

2005 Parish Lengthsman Scheme

Council was pleased to note that Ampfield had joined the Parish Lengthsman Scheme which was funded by Hampshire County Council and provided 12 days labour a year to tackle activities such as cleaning street names and bus shelters, cutting back vegetation and painting fences. Ampfield had joined a Winchester group of 12 parishes and the first period of work would be undertaken in the parish from 1st to 3rd July. Mr Edwards, who would be lead councillor for this activity, Mr Clark and the Clerk would meet with some other parishes in the group to clarify operational procedures. A worksheet would have to be drawn up and Mr Edwards invited councillors to let him know about any suitable tasks. The Lengthsman, Mr Chris Sparkes, would need appropriate materials and it was agreed that Mr Edwards and Mr Clark had delegated authority to spend up to £200 in the year.

2006 Correspondence and Communications

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

A number of requests had been received from organisations seeking publicity for various activities. Council agreed that information from the Switch Hampshire Campaign, the Mental Health Service Befriending Service and the Romsey & Districts Older Peoples Forum should be displayed on boards and on the website, as appropriate. It was noted that the Over 60s Lunch at St Mark's would be a suitable event to make leaflets available about the Older Peoples Forum; the Clerk would contact the organiser.

2007 Reports from Committees and Portfolio Holders

2007.1 Planning Committee

The following applications had been commented on after discussion on:

16 April 2013

13/00526/FULLS

50 Baddesley Road

1 May 2013

13/00825/FULLS

Street Trading Application

3 Hocombe Wood Road

In the entrance to the wood just after
St Marks' Church on the A3090

28 May 2013

13/00932/TPOS

13/00900/FULLS

13/01117/TPOS

Bracken Wood, Hook Crescent

5 Hookwater Close

2 Flexford Close

2007.2 Ampfield Countryside Heritage Area

Mr Roads had had discussions with various people who might be interested in helping to review and update the paths that made up the Keble Way. Mr Stevens, who was a member of the British Butterfly Society, would ask the Society to look at Chapel Wood and the Burial Ground and advise on how best to attract butterflies into those the areas.

2007.3 Public Transport & Highway Liaison

Mr Edwards advised that a resident had been expressing concern about speeding in Hook Road and had had discussions about it with Mr Clark ; it was possible that she might attend the next Council meeting in July.

2007.4 Safer Neighbourhood-Local Action Group

The next meeting would be held on 23rd May; Mr Stevens asked members to let him know of any areas of concern.

2008 Test Valley Borough Council

Mr Hatley was pleased to note that the Register of Interests for members of Ampfield Parish Council had been properly completed and was now on the website. Over 1300 comments had been received about the draft Local Plan, many of which had been expressing concern about the number of houses proposed for the Whitenap area. Unfortunately objectors had no practicable, alternative locations. To build no new houses was not an option and TVBC had put forward the minimum number of new houses acceptable. In response to an enquiry, Mr Hatley advised that the field behind the Potters Heron would not be an acceptable area for development. The new Community Infrastructure Levy was considered to be a quite complicated proposal and would need careful review. Parish Councils could receive 15% of the amount levied against a developer although this could increase to 25% if a neighbourhood plan was in place.

Since the Parish Assembly, Mr Hatley had been made aware of a number of people who were keen to have a property on the proposed development site at Morleys. The Tesco proposal to build a store on land at Broadlands had not yet been determined. Mr Hatley was leading a group who were looking at improving car parking provisions in Romsey. Mr Hatley had received complaints from 5 people whose annual newsletter had only consisted of a few pages. This was clearly a mistake and the Clerk would advise the printer of the problem.

2009 Dates of meetings in 2013/2014

It was agreed that meetings throughout the year would be held on the following days, all of which were Mondays:

8th July 2013, 16th September 2013, 11th November 2013, 13th January 2014 and 10th March 2014. Dates for the 2014 Parish Assembly would be agreed at the July Council meeting.

2010 Date of next meeting

The next meeting of Ampfield Parish Council would be held on Monday, 8th July 2013 at 7pm in the Village Hall, Ampfield.

2011 Closure

The meeting closed at 9.02pm.

Chairman.....
Date.....