

Minutes

The Minutes of the Meeting of Ampfield Parish Council held in the Village Hall, Ampfield on Monday, 9th January 2012 commencing at 7pm.

PRESENT: Miss M.I. Rothwell (Chairman) – Presiding
Mr E.H. Butcher, Mr A. Clark, Mr J.A. Jones,
Mr B.W. Nanson, Mr G.C.A.Roads, Mr D. Stevens

1834 Apologies for Absence

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

1835 Minutes

The Minutes of the Meeting held on Monday, 14th November 2012, having been circulated previously, were confirmed by the Meeting and signed by the Chairman.

1836 Matters Arising from the Minutes

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

1837 Declarations of Interest

It was noted that Mr Hatley had a continuing interest in the Village Hall as Treasurer of the Village Hall Management Committee. 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.

1838 Public Participation

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

1839 Ampfield School

Mr McCadden, Head Teacher of Ampfield School, had been unable to join the meeting and would instead attend the Parish Assembly in April.

1840 Ampfield Recreation Ground

1840.1 Maintenance

Test Valley Borough Council (TVBC) had done a good job of strimming and removing the weeds along the western and southern boundaries of the Recreation Ground. This in itself had reduced some of the rabbit population and had helped the pest controller carry out his work. It was agreed that buckets, litters pickers and gloves should be bought and stored in the portakabins for use in dealing with rubbish.

1840.2 Condition of football pitch

Even after the heavy rains there had been no sign of waterlogging and the football pitch remained fairly dry. Rabbit damage seemed under control and the pitch now looked as if it might be playable once more. Ampfield Football Club (AFC) had booked all January matches to be played away. Mr Nanson and Mr Clark would meet with AFC the following week to determine their plans and when they might return to their home ground.

1840.3 Improvements to pavilion base area

It was intended that work on the area around the pavilion base would start at the end of January. Ampfield Crusaders Cricket Club (ACCC) had had early meetings with the contractor to help ensure the work went smoothly. Council agreed a variation to the contract with TAB Landscapes to provide a more robust shed for the scorer's hut which would cost approximately £80 more than the original estimate. In recognition of the limited facilities and the improvements that needed to be made, Council agreed to hold the annual licence fee at £1600 with a 50% rebate.

1841 Chapel Wood

1841.1 Friends of Chapel Wood

Some volunteers had met informally before Christmas to clear away some rhododendron and laurel to allow other trees and shrubs to grow unhindered and to continue the programme of opening up vistas in the woodland. The December working party had then concentrated on burning the arisings from the previous clearance prior to having a Christmas lunch celebration.

1841.2 Work in the Woodland

Help had been offered to extend the bonfire area by Mr Jason Bruno who used his digger to create a wider and deeper fire pit and to move a number of old logs and tree trunks from the glade where the summer fete would be held. The step down from the glade to the rear of St Mark's room had been made into a slope to help wheelchairs users. Council agreed that the Clerk should write a letter of thanks to Mr Bruno.

A grant had been approved for 75% of the costs of new signs for the woodland. The signs and the fixing materials had been ordered and should be ready for installation in February. There would be a delivery charge for the signs which would be in the region of £20. The project was expected to come in on budget.

A formal estimate, which was expected to be around £100, was awaited from TVBC to cut the bracken in the woodland and burial ground twice a year. This work had been done previously by the Friends of Chapel Wood but the plant presented health concerns for volunteers and needed careful handling.

New trees would be planted in March and, over the coming months, more holly would be coppiced and the vistas behind the Church would continue to be improved. Mr Roads would arrange for an insurance evaluation of the boardwalks in the woodland near the pond.

1841.3 Burial Ground

The young box plants had been growing well; some had been retained as replacement for losses and a few would be planted at the top of the cross to give the illusion of a formal line.

The burial and ashes plan, and information from the register, had been brought up to date by the Revd. Gilks and circulated to members. Council noted that 27 spaces had been set aside in accordance with requests made by current and former parishioners. Concern had been growing about the right of former parishioners to request interment in the Burial Ground at any time after their departure from the area. The Burial Ground was not large and the future liability of such entitlement could not be measured. Miss Rothwell had had initial discussions about it with the Revd. Gilks who would, in principle, be agreeable to a time restriction being placed on the gap between departure and request. Miss Rothwell would discuss this further with Revd. Gilks and make any proposals for change.

1841.4 War memorial

Mr Roads would arrange for an evaluation of the War Memorial which had not been reviewed for many years.

1842 Financial Matters

1842.1 Accounts for payment

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

Cheques to be signed at the meeting: £ (inc VAT)

G Roads- items for fence repairs & bulbs	62.62
E Butcher-plants for War Memorial	27.82
Southern Water-Rec Grnd- June to Dec 2011	12.54
Office Expenses- 14 Nov 2011 to 8 Jan 2012	50.43
Sharp Electronics-printer/copier rental	76.31
Sheenmicro management -web maintenance	76.80
Ampfield Village Hall-rental-Aug 2010 to Dec 2011	516.00
Web Design Studio- new design & build	225.00
D Matthews-January salary	536.32
HMRC - January payments	158.92
D Matthews-February salary	536.32
HMRC - February payments	<u>158.92</u>
	<u>2438.00</u>

Payments made between meetings

Parish online-set-up and annual fee	48.00
Barker & Geary Ltd-protective frame	<u>816.50</u>
	<u>864.50</u>

1842.2 Income and anticipated expenditure

Council had considered current and projected expenditure at some length in relation to the setting of the next year's budget and to the precept calculations. Income for the period had been just under £3000, most of which was due to the capital grant received from TVBC towards the playground extension and to the contribution from Braishfield Parish towards the speed limit reminder sign management and maintenance costs. Council noted that the internal auditor was due on 11th January to conduct the 9-month audit.

1842.3 Insurance issues

Various items had been considered in relation to preparation for severe winter weather. It was noted that the water pipes leading to the portakabins and to the pavilion had been lagged and the water turned off at the stand-pipe.

1842.4 Risk analysis expenditure

Following the risk assessment of finance and administration processes, it was agreed that it was necessary to have additional back-up to the files held on the Clerk's PC. It was agreed that Mr Nanson would purchase 2 flash drives which were expected to cost in the region of £40.

1842.5 Assets

The Draytek router had ceased to work. It was agreed that, as this couldn't be repaired, it should be written off and disposed of. The Clerk would continue to use her domestic router for the time being. The 3-year contract for the supply of the office printer and photocopier would end in March. Council agreed that the Clerk should discuss options with the supplier and report back to Council.

1843 Budget and Precept 2012/2013

Council agreed the recommendation from the Finance Committee to set a budget of £37,639 for the next financial year 2012/2013. Once again care had been taken to ensure no increase in the Precept; Council agreed a figure of £32,615 for 2012/2013 which was a decrease of 1.17% over the previous year.

1844 Casual vacancy

Following Mr Gilks' resignation from Council in October 2011, the vacancy had been formally announced but no election had been requested. As a result Council would now be able to fill the vacancy by co-option. Expressions of interest had been shown by 2 Parishioners. It was agreed that the Clerk would contact the people concerned, explain the process and request an application in writing. It was intended that any candidates would be seen by Council in early February.

1845 Parish Assembly 2012

The Parish Assembly had been fixed for Monday, 23rd April 2012 in the Village Hall, Ampfield. The annual newsletter would be produced as usual; Mr Nanson would prepare the project template. The 3-year agreement with Watermark Printing, to produce the newsletter, was still in operation. It was noted that the

Head Teacher of Ampfield School and a representative of the Rural Police Team would be present.

(**Afternote:** The date of the Parish Assembly was subsequently changed to Monday, 16th April 2012.)

1846 Correspondence and Communications

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

1846.1 Digital switchover and MP's Surgery

It was agreed that information relating to the television switchover to digital would be put on notice boards and in the Village Hall. Our MP, Caroline Nokes, would be holding a "Drop in surgery" in Ampfield on 28th July 2012 at the Village Hall; it was agreed that details would be put on notice boards and the website nearer the time.

1846.2 Neighbourhood Plans

Much documentation had been received about the Localism Act and Neighbourhood Plans but it was not yet clear how this would operate at local level. It was agreed that training would be helpful and that the Clerk would ask Mr Hatley about whether anything was being arranged by TVBC.

1847 Reports from Committees and Portfolio Holders

1847.1 Planning Committee

The following applications had been commented on after discussion on:

6th December 2011

11/02533/TPOS	1 Hocombe Wood Road
11/02535/TPOS	1 Hocombe Wood Road
11/02540/CLPS	Fairwinds, Woodlea Way
11/02559/FULLS	Ampfield Golf Club, Winchester Rd
11/02713/TPOS	16 Flexford Close

It was noted that Mr Clark spoke in support of the development at the Potters Heron Hotel at the Southern Area Planning Committee on 20th December 2011. However, concerns had been expressed by Highways at the loss of car parking spaces and the application had been refused.

1847.2 Public Transport & Highway Liaison (PT&HL)

Mr Clark would prepare a new schedule for the Speed Limit Reminder Sign at the end of February. He would review all sites to ensure they remained the most appropriate locations.

1847.3 Safer Neighbourhood-Local Action Group

Mr Stevens would meet with the Safer Neighbourhood Team at Romsey Police Station in 2 weeks time. Councillors were asked to let him know of any concerns.

1847.4 School Governor

Although no longer on the school governing board, Mr Butcher had met with the Head Teacher of Ampfield School to discuss key issues on behalf of Council. The School would continue to keep Mr Butcher informed of developments.

1847.5 Website

Mr Jones reported that plans were well underway to install “Joomla”, the new content management system for the website. It would be easier to use than the existing one, although more complicated to set up. There was some overlapping of costs as the site moved from the old to the new provider. Web sponsors continued to support the site and a new one had recently signed up. Mr Jones had looked at award-winning parish council sites as a good starting point. It was agreed that the establishment of an open forum would be difficult to manage at the moment. Photos of the areas where Councillors lived were requested; Mr Clark would undertake this task and pass them to Mr Jones for selection.

1847.6 Finance Committee (see para 1843)

Ampfield Countryside Heritage Area

Footpath Warden

Hampshire Association of Local Councils

Test Valley Association of Parish Councils (TVAPC)

Tree Wardens/Environment

Village Hall Liaison

There was nothing new to report.

1848 Highway Matters

1848.1 Speeding and “dragons’ teeth” on Knapp Lane

A response was awaited from Hampshire County Council (HCC) about the “dragons’ teeth” used to protect the verges around and opposite the Memorial. It was expected that the new versions would be set deeper and into concrete to help them resist being pushed over by vehicles. Highways were reluctant to add to the clutter on roads but had sent an example of a “pedestrians in road” sign that might be put up in Knapp Lane to alert drivers. It was agreed that Miss Rothwell, as part of the consultation with local residents, would draft a note informing them of the issues and what might be done to improve the situation. Mr Clark would then pursue the matter with Highways.

1848.2 Other matters

New sets of data had been received from speed monitoring exercises on the A3090 at Morleys Lane. This indicated that about 60% of vehicles had been exceeding the speed limit. Mr Clark would pursue this with the appropriate body.

1849 Test Valley Borough Council (TVBC)

Mr Hatley was not present.

1850 Date of the Next Meeting

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

1851 Closure

The meeting closed at 8.20pm.

Chairman.....

Date.....

**COMMUNICATIONS AND CORRESPONDENCE ITEMS –
December 2011 to January 2012**

Circulated by E-mail

Updates from Rural Police Team-various- Nov/Dec
Scrap metal act-request for support to amend-21 Nov
“Say it once” Campaign HCC-21 Nov
Ampfield Traffic Consultants, offer of service – 22 Nov
Bribery Act 2010-Impact on Councils NALC briefing- 23 Nov
NALC VAT update-Finance Chair only-23 Nov
Letter from TVBC re grant-24 Nov
To TAB Landscapes re contract -24 Nov
TVBC list of meetings for December-24 Nov
HALC-Energy use project-11 Dec
Drop in surgery list 2012 Caroline Nokes
PSMA newsletter 7 December 11 Ordnance Survey-vice Chair only
TVBC Cemetery Regulations-21 December
Managing seasonal issues-Came & Co- 29 Dec
Public Portal Notice HCC- 2 Jan
LCAS bulletin no. 28
Rural Services network update -19 December- 3 Jan
QE11 Fields Challenge-6 January
Western Country Watch Weekly newsletter -7 January
HALC update 22/2011-7 January
Excessive rises in Council tax and local referendum-7 January-Finance Chair only

Paper correspondence distributed with pack:

HPFA Newsletter + minutes of 2010 AGM-vice-Chair only
An Introduction to HALC booklet
Localism Act-summary items of interest to Parish Councils-Hedley Solicitors

Not distributed

Hampshire Play Conference flyer & invite
A New Approach to Mental Health conference invite
Improving Outcomes for Hampshire’s Adult Mental Health Services-letter from Southern Health