

Minutes

The Minutes of the Meeting of Ampfield Parish Council held in the Village Hall, Ampfield on Monday, 11th May 2015 commencing at 7pm.

PRESENT: Mr B.W. Nanson (Chairman) – Presiding (para 2228)
Mr A.Clark, Mr M.D. Hatley, Mr J. Jones,
Mr G.C.A. Roads and Miss M.I.Rothwell

2228 Election of Chairman

After 12 years as Chairman, Miss Rothwell had decided not to stand again. She expressed her gratitude to Members of Council and to the Clerk for all the help and support that they had provided over the years. She also congratulated Mr Hatley on his re-election as Borough Councillor.

It was proposed by Mr Clark and seconded by Mr Jones that Mr Nanson be elected Chairman for the coming year. There being no other nominations Mr Nanson was declared elected. He thanked Miss Rothwell very much for her service and words of wisdom over the years.

2229 Declaration of Acceptance of Office

All Members present signed the Declaration of Office on re-election as councillors. Mr Nanson also signed the Declaration on election as Chairman. Members then signed the Request for Dispensation to take part in the approval of budgets and setting of the precept, and for the approval of an allowance, payment or indemnity to Members. The request was granted verbally by the Clerk, written confirmation would follow.

2230 Attendance and Apologies for Absence

Apologies had been received from Mr P Edwards and Mr D Stevens.

2231 Minutes

The minutes of the meeting held on Monday, 13th April 2015, having been circulated previously, were confirmed by the meeting and signed by the Chairman.

2232 Matters Arising from the Minutes

Mr Nanson advised that the update of Public Open Space projects had been sent to Test Valley Borough Council (TVBC) as previously agreed.

2233 Declarations of Interest

Miss Rothwell and Mr Roads declared a personal interest in the interment requests under agenda item 15(b). They took no part in the discussion or the ratification of the decision.

2234 Co-option to Council

A parishioner had expressed an interest in becoming a councillor but had not been available to attend the meeting. The Clerk would contact the candidate and invite them to attend the June meeting to discuss their interest.

2235 Public Participation

No members of the public were present.

2236 Election of Vice-Chairman

It was proposed by Mr Jones and seconded by Mr Roads that Mr Clark should be elected Vice-Chairman. There being no other nominations, Mr Clark was declared elected.

2237 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 TVBC. It was proposed by Mr Nanson 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.

2238 Development Advisory Group Composition

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

2239 Portfolio appointments were made with the agreement of all members:

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| Ampfield Countryside Heritage Area | } | |
| Chapel Wood | } | Mr Graham Roads |
| Environment | } | |

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| Ampfield School Liaison | | Miss Rothwell would be contact point |
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| Communications | Mr Peter Edwards |
| Finance | Mr Bryan Nanson |
| Footpath Warden | Mrs Barbara Jerrome |
| Morley's Allotments | Mr Julian Jones & Mr David Stevens |
| Morley's Estate Management Liaison | Mr Allan Clark |
| Public Transport & Highway Liaison including the Parish Lengthsman Scheme | Mr Peter Edwards |
| Recreation Ground | Mr Bryan Nanson with support from Mr Allan Clark |
| Safer Neighbourhood Scheme | Mr David Stevens |
| Test Valley Association of Parish Councils } | Mr Bryan Nanson |
| Hampshire Association of Local Councils } | |
| Village Hall Liaison | Miss Margaret Rothwell |
| Webmaster | Mr Julian Jones |

It was agreed that, for the remainder of 2015, Mr Butcher's 4 inspections of the Recreation Ground/Chapel Wood, would be carried out by Messrs. Clark, Nanson, Roads and Stevens. Mr Hatley advised that the defibrillator installed outside the Village Hall would be inspected weekly by him whilst carrying out the fire alarm checks. Council was pleased to note that Mr & Mrs Butcher would continue to look after the War Memorial for the remainder of the year; thereafter Mr Roads would assume the duty.

2240 Matters arising from the Parish Assembly held on Monday 27 April 2015

Council noted that, at the Parish Assembly held on 27 April 2015, residents raised queries about how S106 monies were spent and monitored in general and about Yellow Dot in particular. Mr Clark had agreed to clarify how houses at Morleys would be allocated taking into account local connections. In response to queries Mr Nanson explained that the playground had been closed during cricket matches due to safety concerns. Late changes to the provision of sheds on the Morleys allotments would be pursued with the developer. Apparent disparities between rental fees and running costs would be investigated by Mr Stevens. Mr Hatley confirmed that the Village Hall would have to be closed during the summer months whilst work on the extension and enhancements got underway. Parking at Ampfield School continued to present problems for some residents. Various solutions had been proposed over the years but none had been wholly accepted by parents and teachers. It was hoped that the increased parking at the Village Hall would encourage people to leave their cars and walk to the School.

2241 Financial Matters

2241.1 Accounts for payment

Council agreed to the renewal of annual subscriptions to the Local Councils Advisory Service and to the National Associations of Local Councils monthly magazine. It was then proposed by Mr Jones, and seconded by Miss Rothwell, that the following accounts be paid:

| Cheques to be signed at meeting | £ inc VAT |
|---|------------------|
| LCAS renewal of membership | 114.00 |
| NALC monthly magazine subscription | 17.00 |
| D Matthews- May Salary | 581.93 |
| HM Revenue & Customs- May payments | 152.48 |
| Office expenses April - D Matthews | 11.67 |
| Konica Minolta - copies made | 8.39 |
| Paul Reynolds - internal audit | 120.00 |
| DEK Graphics & Print Limited - newsletter | <u>295.00</u> |
| | 1300.47 |

Payments made between meetings

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| Littleton Landscapes - materials to fix new board at Flexford | 24.97 |
| WEL Medical 2 defibrillators & cabinets | 3316.20 |
| D Matthews - April salary | 581.93 |
| HM Revenue & Customs - April payments | <u>152.48</u> |
| | 4075.58 |

2241.2 Receipts and anticipated payments, and update on assets

Council confirmed the payments made between meetings. Council was pleased to note that Hursley EMC Services had continued their sponsorship of the website. Receipts for April had been £16,492, the majority of which was the first instalment of the precept. The bank accounts stood at £56,644.85 of which £33,250 was in named reserves. As it was very early in the financial year and few payments had been made, no budget against actual expenditure figures had been circulated for April. The 2 defibrillators had been delivered. Two familiarisation events had been arranged for Potters Heron staff and for residents on 18th May. Mr Hatley had arranged for the Village Hall defibrillator to be connected within the next few days. The new board at Flexford looked very smart.

2241.3 Review of Banking Arrangements

The bank mandate had been reviewed. It was agreed that cheque signatories would remain at 5 councillors plus the Clerk. It was also agreed that the Clerk would arrange for the removal of 2 former councillors from the list. As no cash was ever held there was no need to review arrangements for handling or transporting it.

2241.4 Review of Finance Regulations

The Finance Regulations had been overhauled in October and updated again in February.

2241.5 Year-end accounts and Audit reports

The Annual Return, which had to be with the external auditor by 20th July 2015, 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 2014/2015. 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 2014/2015 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 noted that the assets were shown at their value as at 31st March 2013 with the exception of those bought since that date which were shown at their purchase price; this was in accordance with the external auditor's instructions.

Notice of the forthcoming external audit would be posted on notice boards on 8th June 2015. This would advise electors of their rights to question the auditor, and to examine the accounts, and the process by which they could do so. The accounts would be available for examination from 22 June to 17 July 2015.

2241.6 Financial risk assessment and Business risk analysis

These risk assessments had last been done in 2011; Council agreed that they should be reviewed and brought before the September meeting. This would be undertaken by the Chairman and the Clerk.

2241.7 Investment policy & strategy

All of Council's monies were placed with TSB, Romsey. It was noted that Council had examined the benefit of investing some funds in other organisations. Enquiries had been made to the Co-op bank but these were not pursued when that

bank reported difficulties. It was agreed that, with the S106 monies expected from the Morleys development, a wider investment plan should be considered by the Development Advisory Group.

2242 Chapel Wood

2242.1 Friends of Chapel Wood and Work in the Woodland

Work had begun to repair the signs; it was agreed that up to £50 could be spent on materials. Council also agreed to proceed with the hire of the digger to complete the work on the unconsecrated strip in the Burial Ground. Work had started on digging out the foundations for a dipping platform; once complete, plans would be drawn up for the design and build of the platform. TVBC had required a planning application to pollard the Beech tree (no.1134). The pollarding of the Beech tree had been recommended by Council's tree contractor but TVBC was not convinced that it was the best solution. Mr Roads was working with all parties to find a way forward which would help maintain a safe environment for the public and would be appropriate to the condition of the tree.

2242.2 Burial Ground

Council confirmed the 2 requests for interment in the Burial Ground which, due to their nature, had been agreed prior to the meeting.

2243 Ampfield Recreation Ground

2243.1 Maintenance

The cricket season was underway. Work on the rabbit holes had started again in earnest. Council agreed that Mr Clark should purchase 5 bags of postcrete to deal with the playground posts that needed to be replaced.

2243.2 Cricket Club sponsorship

Council confirmed their agreement to the erection of a sign on the Recreation Ground publicising Ampfield and North Baddesley Cricket Club. The sign was part of a sponsorship deal between the Cricket Club and Winkworths Estate Agency which would last 5 years. The whole sign might not be erected for some weeks as part if it might be subject to planning permission.

2244 Correspondence and Communications

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

The Clerk had received a newsletter from BT about the current situation with redundant phone boxes. The "adopt a kiosk" programme was still running; the

update suggested that parishes no longer had to pay for the electricity to light the boxes which had been the case previously. The Clerk would look carefully at the proposal and report back to Council. Council had been notified by the Hampshire Alliance of Rural Affordable Housing that they would be making a visit to the Morleys site around 5th July and that they had invited representatives of Council to join in the visit. A firm date and time was awaited.

2245 Reports from Committees and Portfolio Holders

Messrs. Clark, Nanson and Roads had attended a pre-planning application event on 28th April, run by British Solar Renewables Ltd, about the setting up of a solar farm on land to the west of Pound Lane, just under the railway bridge. The land was not in Ampfield Parish but Council would retain an interest in the proposal and await the details of any planning application. Miss Rothwell had written to a resident of Pound Lane who had sought advice about how to proceed in opposing the development. There were concerns that solar farm proposals did not always address adequately the visual impact of the developments. It was noted, however, that the environmental argument for such renewable energy sources was strong.

2246 Test Valley Borough Council

Mr Hatley advised that TVBC had revised the advice relating to prejudicial interests in their Code of Conduct. Council would review the changes with a view to adoption. Changes by the Electoral Commission to how names were shown on nomination papers had caused some problem during the election. The Boundary Commission was due to review the electoral boundaries of Hampshire County Council; this was likely to result in a reduction of councillor numbers. Braishfield Parish Council had had a contested election. It was noted that the majority of existing councillors, including Mr Prince the Chairman, had been re-elected. Progress was being made with the valuation of the Village Hall and the proposals for the extension.

2247 Dates of meetings in 2015/2016

Council confirmed that the remaining meeting dates for the coming year would be : 8th June , 13th July, 14th September, 12th October and 9th November 2015, and 11th January, 8th February and 14th March 2016. All dates were Mondays. Council does not meet in August or December.

2248 Date of next meeting

The next meeting of Ampfield Parish Council would be held on Monday, 8th June 2015 at 7pm in the Village Hall, Ampfield.

2249 Closure

The meeting closed at 8.45pm.

Chairman.....

Date.....