

## Minutes

The Minutes of the Meeting of Ampfield Parish Council held in the Village Hall, Ampfield on Monday, 9<sup>th</sup> July 2018 commencing at 7pm.

PRESENT: Bryan Nanson (Chairman) - Presiding  
Allan Clark, Pete Edwards, Julian Jones, Graham Roads, Margaret Rothwell, David Stevens and Julie Trotter

### 2744 Attendance and Apologies for Absence

Apologies had been received from Martin Hatley.

### 2745 Minutes

The Minutes of the meeting held on Monday, 11<sup>th</sup> June 2018, having been circulated previously, were confirmed by the Meeting and signed by the Chairman.

### 2746 Matters Arising from the Minutes

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

### 2747 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. Margaret Rothwell declared an interest as a representative and Trustee on the Village Hall Committee.

### 2748 Public Participation

No members of the public were present.

### 2749 Finance matters

#### 2749.1 Accounts for payment, receipts and anticipated expenditure

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

<b>Cheques to be signed</b>	<b>£ inc VAT</b>
Ace Liftaway - removal of stone bags-allotments	60.00
Scottish Water Business Stream - Pavilion - Dec 17 to June 18	33.49
D Matthews -June salary	674.96
HMRC June payments	203.05
Office Expenses inc. ink cartridges 11 June - 9 July 2018 - D Matthews	95.22

HCC County Supplies - sundries - pavilion	<u>20.87</u>
	<u>1,087.59</u>

**Payments made between meetings**

TV Licence for pavilion - D/D	150.50
Eon - pavilion electricity for June due 2nd July D/D	20.48
NEST pension payments June 2018 D/D	<u>26.64</u>
	<u>197.62</u>

Council confirmed and approved the cheques and payments made between meetings. TSB bank had finally published monthly bank statement from April to June and reconciliations had been made. The invoice from RMG about APC's contribution to the sewerage plant at Morleys had still not been corrected and no payment had been made. Receipts for the month of June had been boosted by S106 developer monies of £7670.30 to be used for the septic tank project. On the date of the meeting the TSB bank accounts stood at £90,293.04. The Nationwide and HSBC accounts, which were intended for the maintenance of open spaces at Morleys, stood at £ 66,805.04.

2749.2 Assets

The bottom hinge on the door of the notice board at the school had broken and the door was only being held up by the top hinge and the lock. The Clerk had put up a notice advising everyone of the problem and urging caution if used. Council discussed how best to deal with the problem. It was agreed that Allan Clark would assess the damage and do a temporary repair if practicable. It was agreed that the notice board was not in good condition in any case and should eventually be replaced. The board on the A3090 next to the phone box was in better condition and no longer in a well-attended place. It would make sense to move it. It was agreed that the replacement would be taken forward by Pete Edwards.

2749.3 HSBC bank account

Some of the Morleys S106 open spaces monies had been placed in a business account with HSBC. As there had been no activity on the account for a year HSBC intended to freeze it by 10<sup>th</sup> August as part of their anti-fraud measures. It was agreed that the Clerk and the Chairman should close it and transfer the monies to another account.

2750 Recreation Ground project progress

2750.1 Ground maintenance

The vegetation on the eastern side of the Recreation Ground had grown considerably in the last couple of months and cricket balls were being lost. Typical charge from TVBC was around £80 to cut it all back. Council agreed to instruct them to go ahead. Long bramble branches were coming out from the hedge at the northern side of the Recreation Ground and over the path. It was agreed that TVBC should be asked, as part of the maintenance contract, to cut all sides of the hedge. It was agreed that when the

playground needed to be cut with a mower, the Cricket Club could be asked to do it. The fee would be £18.50, in keeping with other suppliers.

#### 2750.2 Sewerage Project

Work was due to start on the installation of the septic tank on 16<sup>th</sup> July 2018. S106 funds of £7,630 towards the project had been received from TVBC. Council had agreed a project cost of £21,352 which would mean that the balance of £10, 630 (excluding contingency) would need to be funded by Ampfield Parish Council.

#### 2750.3 Wooden pavilion and car park construction

The total project costs had been estimated at £35,000. Invitations to tender (ITT) had been issued and costs would be clearer when they were returned. A Community Infrastructure Levy (CIL) application had been submitted by the Chairman for the total project costs. This could be revised in the light of the ITTs. The authorisation process was quite complex and the outcome would not be known until November; any monies awarded would not be available until January 2019. A Community Asset Fund grant would also be applied for up to 50% of the project costs. This was due by 17<sup>th</sup> August. The 2 grants could be applied for at the same time.

#### 2750.4 Pavilion management and signage proposals

Use of the new pavilion had continued without any significant issues. There were problems with the bins as they were being completely filled after every cricket match but only emptied on the domestic round every fortnight. Julie Trotter suggested that a recycling bin would help and it was agreed that the Chairman would request one from TVBC. It was noted that no rates demands had been made. It was accepted that TVBC would make any necessary approach.

Julie Trotter had produced examples of designs, lettering and logos for the pavilion doors. It was agreed that any lettering or logo be put on the doors to the hallway and not to those to the main function area. It was also agreed that “Ampfield Parish Council” and “2018” be placed in the middle section, and that the Cricket Club logos be made in perspex. Julie Trotter would provide revised visuals in time for the September meeting and would talk through the designs with the Cricket Club.

#### 2750.5 ANBCC Licence Costs

The Chairman reminded everyone of the arrangements with the Cricket Club for discounted fees in recognition of the limited facilities available. Now that the pavilion was in use the Club was expected to pay the full rate. They were finding this difficult and Council agreed to continue with the 50% discount, and defer the full payment of £1,600, until 1<sup>st</sup> October. This would mean that payment made for the whole of 2018/19 would be £1,200. Thereafter full annual payments would be made.

## 2751 Morleys Green

### 2751.1 Additional grass cutting

Following requests from residents, Council had agreed to get the grass cut in the ditch along the edge of the Village Green. Council confirmed the decision taken earlier to water the young trees which were showing signs of stress due to the hot, dry weather.

### 2751.2 Allotments standpipes

Unfortunately, the contractor had withdrawn from his agreement to put in standpipes at the allotments. It was taking time to find another firm who would do both the digging and the plumbing work. Council agreed a modest increase to the budget. In the meantime it was proving difficult to keep the crops in good condition in the long, dry spell. Exceptionally, Council had agreed, therefore, that hose pipes could be used by the allotmenters.

### 2751.3 Management matters

Problems with parking continued. It was especially difficult on market days. Also people continued to use the parking spaces intended for allotment holders. It was agreed that signs would have to be put up making clear those spaces intended for users of the Village Hall and Green. The signs would not be identical to the existing Morleys street signs but the font and background colour could be matched. Pete Edwards would take this forward. Julie Trotter would discuss inappropriate parking with a local resident.

There had been no progress with the intended bridge over the drainage ditch on the Village Green.

## 2752 Chapel Wood

### 2752.1 Friends of Chapel Wood and maintenance

There would be no meeting of FOCW in July. The majority of the large Rhododendron roots had been cleared from the back of the Church; the heaviest ones had been rolled to the bottom and left there. This work had opened up new vistas. Some landscaping would be done including a path and seats. It was agreed that Graham Roads would take forward a request for a memorial bench. A Health & Safety Audit of the trees had been planned for this financial year. It would be started once the Village Design Statement had been completed.

### 2752.2 Burial Ground

A plot design for the eastern half of the Burial ground was needed. This would be undertaken by October.

2753 Data Protection Regulations

The new server was up and running. Temporary passwords were being issued to everyone so that they could access the email services provided by Office 365. The new email addresses were intended for Council business only; personal correspondence would be kept separate and private. David Stevens, who was the site administrator, would provide support to those who were not familiar with Microsoft's Outlook.

2754 Village Design Statement

The graphic design work was well in hand. Once the credits on the back page had been completed the VDS would be ready for final approval by TVBC. Attempts had been made, without success, to get express permission for APC to use a map from 1588. It was decided to accept the situation and assume, as permission for use had been given in the original VDS in 2003, that it continued. APC would be given a disc with all the photos from the project.

2755 Planning

Council had decided to consider planning application 18/01371/FULLS from 18 Beechwood Crescent rather than hold a separate planning meeting. Having reviewed the plans it was decided to record no objection to the proposal. Taking account of concerns expressed by residents at 16 Beechwood Crescent about privacy, Allan Clark would draw TVBC's attention to the need for obscure glass in the overlooking windows.

2756 Reports from Committees and Portfolio holders

Allan Clark explained the concerns being raised by residents in the Straight Mile area about the dangers of bonfires in the summer months. It was agreed that Allan Clark would prepare a paper on this subject for Council to consider at its September 2018 meeting.

2757 Correspondence and Communications

Ampfield Parish Council's response to the TV Governance Review's proposals, having previously been circulated and agreed, had been submitted to TVBC.

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

2758 Test Valley Borough Council

ClIrr Martin Hatley was not in attendance.

2759 Date of next meeting

The next meeting of the Council would be held on Monday, 10<sup>th</sup> September 2018 starting at 7.00pm in the Village Hall, Ampfield.

2730 Closure

The meeting closed at 8.40pm.

**Chairman**.....

**Date**.....

## COMMUNICATIONS AND CORRESPONDENCE ITEMS

### June – July 2018

#### Circulated by E-mail

Various updates from Rural Services  
CV Community Network updates  
Southern Water updates  
Fields in Trust updates  
CPRE updates  
HALC/NALC updates  
HARRAH – rural housing week poster  
HCC news updates for local councils  
Allotment Society news  
Test Valley Community Services updates  
Active Places, Sport England updates  
War Memorial News – Civic Voice  
HCC Access Hampshire newsletter  
Civic Voice – War Memorial updates  
Unity updates  
To Mr & Mrs Cormacey  
To HALC  
To residents from TVBC re possible parking restrictions in Knapp Lane  
From Dempster Binning  
To RMG re outstanding payment  
To Clerk re salary for 2018

#### Paper distribution

None

#### Not distributed widely

Planning Control Committee Agendas-Planning Chair only  
Southern Area Planning Committee Agenda & minutes-Planning Chair only  
TVBC list of monthly meetings-Planning Chair only  
Planning Enforcement reports – Chairman & Planning Chair only  
PSMA Newsletters & updates - Chairman only  
Allotment Society magazines – Cllrs Jones & Stevens & allotment holders only

Community Transport bulletins – Cllr Edwards only