

Minutes

The Minutes of the Meeting of Ampfield Parish Council held in the Village Hall, Ampfield on Monday, 12th September 2011 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 and Mr G.C.A.Roads

1799 Apologies for Absence

Apologies had been received from Mr D.J.E.Gilks who had other commitments and from Mr D. Stevens who was away.

1800 Minutes

The Minutes of the Meeting held on Monday, 11th July 2011, having been circulated previously, were confirmed by the Meeting and signed by the Chairman.

1801 Matters Arising from the Minutes

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

1802 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. It was also noted that Mr Butcher, Miss Rothwell and Mr Roads were members of the Friends of St Mark's Church.

Council noted the clear and helpful guidance issued by Susan Tovey, Head of Legal at Test Valley Borough Council (TVBC) about bias and prejudicial interest in relation to planning matters.

1803 Public Participation

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

1804 Possible Development at Morleys Lane

A leaflet showing the results of questionnaires completed at the public consultations held on 24th & 25th June and on 2nd July 2011 had been distributed to all households by the Pegasus Planning Group. The data from the questionnaires, and other information about the possible development, could be seen on the Pegasus website accessed through Ampfield's website at www.ampfield.org.uk. A further consultation event had been arranged for 24th September 2011 when Parishioners would be able to see and comment on the latest proposals. An invitation from Pegasus for Council to attend a pre-consultation meeting on 22nd September 2011 had been declined as, being so close to the public exhibition itself, it was thought to serve no useful purpose.

Thirteen Parishioners had circulated a housing sustainability survey to all households for completion. An additional survey had also been issued to residents within Ampfield's conservation area. Council had neither been consulted over the surveys nor had any input to their contents. At the request of the Parishioners concerned for help in publicising their surveys, a note would be put on Ampfield's homepage advising of the origin and nature of the surveys and of where queries and completed surveys should be directed.

Ampfield Parish Council had offered to hold a public meeting about the possible development. As this had been conditional on the attendance of the developer or their representatives, who had declined the offer, it was agreed that there was no point in holding a meeting until a formal planning application had been submitted.

1805 Ampfield Recreation Ground

1805.1 Maintenance

The contractor had applied loam, sand & grass seed to help repair the damage to the drainage channels caused by rabbits. A further 2 tonnes of loam had been acquired so that the cricketers could fill up holes before matches in order to make the ground playable. As the cricket season was drawing to a close the task of repairing the surface would now fall to members of the football club. Arrangements were being made with Gosport Farm to deal with the rabbit population. Monies from developer funds to cover Council's expenditure in relation to the drainage project were still not available. TVBC was in the process of enforcing the condition.

TVBC had flayed the weeds around the perimeters again and would include those areas in the general cutting programme to keep the weeds down. It was decided not to take any action to remove the plantain that had encroached on large parts of the ground as it would mean the treated

areas would be bare. It was noted that hedges along the A3090 had now been cut.

1805.2 Football

The movement of the goal sockets, in line with reduction of the football pitch, had caused some problems. The sockets themselves had been badly damaged in digging them up and placing them in new positions. TVBC had arranged for new sockets to be manufactured locally at a cost of approx. £100 which was significantly less than the cost of replacements from the original supplier. It was agreed that this was the best solution in re-siting the goal posts. It was noted that the bill for the work carried out by TVBC would be larger than the original estimate due to the increased work involved. It was agreed that Mr Nanson would write to Roger Tetstall, the Chief Executive at TVBC, advising him of how flexible and helpful the Ground Maintenance team had been.

The football letting agreement, which had been revised for the new season, had been circulated prior to the meeting. No increase in fees had been proposed in recognition of the limited facilities and poor condition of the ground. After inclusion of some minor amendments the content of the agreement was agreed. Mr Nanson would take this forward with the football club. A request to use the pitch for home games had been received from another local team. In view of the on-going problems with the condition of the pitch and the limited changing facilities, it was agreed that all such requests would be declined for the time being.

1805.3 Improvements to pavilion base

Unfortunately the condition of the AstroTurf, which had been offered free via TVBC, was poor in that it had been full of sand and would have been expensive to transport. The offer had been declined. A detailed proposal for improvements around the concrete base area, which would be included in the invitation to tender, had been circulated prior to the meeting for comments. The tender invitation would be issued shortly to 3 local firms.

1805.4 Risk assessment

A draft risk assessment for the Recreation Ground had been circulated. Comments were invited by e-mail. It was agreed that the document would be finalised by Mr Nanson and Miss Rothwell. The possible risk present with cricket balls had been researched. Advice had been taken from various sources including TVBC, the Hampshire Association of Local Councils (HALC) and the Local Council Advisory Service (LCAS). TVBC, who had many cricket pitches in built-up areas, treated the

possible damage from cricket balls as low risk and as something to be simply noted.

1805.5 Sponsorship

Council noted that HugoFox.com, who featured on the Ampfield website, had concluded a 3-year sponsorship deal with Ampfield Crusaders Cricket Club. It was agreed that a banner advertising the company could be flown by the pavilion on match days.

1805.6 Playground equipment

Invitations to tender had been issued to 3 companies to supply and fit a new piece of equipment in the playground. Council considered the responses and agreed that the contract should be awarded to Playground Services. A capital grant for the full amount would be sought from TVBC but if this was not available the remainder would be made up with monies from S106 developer funds.

1806 Chapel Wood

1806.1 Friends of Chapel Wood

The annual meeting had been held on 6th September 2011 at which working programmes had been discussed and agreed. It was also agreed that, in order to help ensure those working in the woodland did so safely, volunteers would be asked to read and note the risk assessment, to be confident in the handling and use of tools and to provide contact details in case of accidents.

1806.2 Work in the Woodland

Mr Roads had been in discussion with representatives of the Small Grants Scheme at Hampshire County Council who had provided help and guidance in making a bid for a grant towards new sign posts in the woodland. The application had to be submitted by the end of September; it was agreed that Mr Roads and the Clerk would complete and submit the application forms.

The leaning Beech tree had been felled by C Hoare Tree Services and no longer presented any safety threat. A large branch from an Oak tree had come off and fallen onto Chapel Hill. Mr Roads expressed his gratitude to Mr Whitbread of Knapp Lane who had helped clear the branch from the road and make it safe for motorists. The emergency services had responded quickly and dealt with the damaged electricity cable. The gate into the woodland at Chapel Hill was in need of repair. It was agreed that the

necessary materials would be bought and the repair carried out at the next working party. It was noted that the budget of £250 for woodland maintenance was being exceeded by necessary, but unforeseen, works to trees. It was agreed that the accounts should be noted to that effect and explanations given. It was agreed that the risk assessment for the woodland, which had been reviewed and circulated by Mr Roads before the meeting, be endorsed.

1806.3 Burial Ground

Three quotes would be sought for the supply of the box plants needed to complete the rest of the cruciform hedge. It was intended to plant them on the second Saturday in November and install the protective wire fence on the following Monday. It had been some time since the contractor who had installed the protective fence for the yew hedge had given an estimate to complete the job. The Clerk would ask them to confirm their price; it was agreed that, if necessary, a maximum increase of 5% would be acceptable. S106 developer funds had been sought to help with the costs of the yew hedge and frame. This had been declined by TVBC as such funds could not be used where a burial ground was still in use; this was not regarded as open space for public use. It was agreed that Mr Roads would order some new trees for the woodland and some plants for the war memorial.

1806.4 Other matters

A draft risk assessment and working plan had been drawn up by the Parochial Church Council to hold the annual Church fete in the grounds of St Mark's Church and in the glade in Chapel Wood. Mr Roads would consider the risk assessment carefully and report back to Council. It was noted that there was a lot to do to make the area ready for the fete and that work would need to start on the plan by February 2012.

Discussions had been held with the Forestry Commission to designate the route through their woods from the Burial Ground to a position near the Potters Heron Hotel, as a permissive footpath. It had long been used by walkers as a natural pathway and, as a result, the wire fence on the Burial Ground boundary was frequently damaged. It was agreed that Mr Roads and the Clerk would draft a letter to the Forestry Commission who would deal with the landowner. It was noted that the Forestry Commission would also seek to open the end of the path at Outwood Lodge, Jermyns Lane which had been blocked for some time.

1807 Assets including bus shelters and speed limit reminder sign

Plans for a bus shelter in Baddesley Road were well in hand. The existing bus stop had to be moved about 30 feet to accommodate the shelter which was expected to

be of metal construction in keeping with others in neighbouring areas. The ceiling in the brick shelter at Green Pond Lane had been replaced and the shelter was now in a good state of repair. The speed limit sign had been repaired following an incident on Jermyns Lane and would be back in position by the following week. The Clerk would seek to confirm with the insurance brokers that the incident would not affect premiums or cover in any way.

1808 Financial Matters

1808.1 Ground Maintenance Contract for 2011-2012

A revised contract from TVBC for the current financial year had been received and circulated. The mowing of the playground had been included on an “as required” basis. The contract represented a 3.89% increase over the previous year. As Council remained pleased with the service and support supplied by TVBC, renewal of the contract was agreed. The Clerk would take this forward.

1808.2 Accounts for payment

With the exception of the cheque for £44.99 which was proposed for payment by Mr Jones and seconded by Mr Roads, all items were proposed by Mr Nanson and seconded by Mr Jones as follows:

<u>Cheques to be signed at the meeting:</u>	£ (inc VAT)
TVBC ground maintenance contract - £1671.29}	2061.29
TVBC spring fertilization of recreation ground-£390.00}	
TVBC management fees for the Speed Sign	750.00
Office Expenses-10July-10 September 2011	56.70
G A Hounsome-work on ceiling of brick shelter	320.00
Cllr B Nanson-grass seed for Rec Grnd	44.99
C Hoare Tree Services-fallen Oak branch	324.00
D Matthews-September salary	536.12
HMRC September payments	159.12
D Matthews-October salary	536.32
HMRC October payments	<u>158.92</u>
	<u>4947.46</u>
<u>Payments made between meetings</u>	
C Hoare Tree Services- fallen Beech	288.00
PJ & CM Froud- soil & seed to repair rabbit damage	660.00
Audit Commission- annual return audit	<u>372.00</u>
	<u>1320.00</u>

1808.3 Income and anticipated expenditure

Disregarding budgeted transfers to reserves, expenditure to August 2011 was approximately 20% of budget. This would increase substantially in September when the bi-annual loan repayments for the Recreation and Burial Grounds would be paid and when payment of large bills including ground maintenance, speed sign management and tree works went through the books. Income for the period had been boosted by the receipt of the 2nd instalment of the Precept and by refund of VAT. Council accepted Braishfield's kind offer to pay 50% of the £85 bill received for repair to the speed limit sign.

1808.4 Annual Return

The Audit Commission had returned the Annual Return for 2010-2011; as expected the error in recording the amount of outstanding loans had been noted. Sections of the Annual Return had been displayed on Parish notice boards for 14 days and would be removed shortly. There had been no requests to view the annual accounts.

1808.5 Insurance changes

It was noted that Aviva, Council's insurers, had made some structural changes to their organisation. These would not affect Council's insurance policy.

1808.6 Risk assessment

Mr Nanson had prepared and circulated a risk assessment for finance and administration systems and processes. It was agreed that Councillors would send any comments to Mr Nanson after which it would be accepted and issued.

1809 Correspondence and Communications

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

1809.1 Tree planting schemes

Council had received a number of invitations to join schemes to plant more trees in communities. Most of these were channelled through commercial suppliers and some were linked to the Queen's Diamond Jubilee celebrations. It was agreed that Ampfield Parish was very fortunate in the number of trees and woodland areas it enjoyed and that there was no demand for additional tree planting.

1809.2 Code of Conduct changes

The National Association of Local Councils (NALC) had issued a legal briefing about the future of standards of conduct of members of local authorities. Changes to the standards would be part of the Localism Bill. NALC continued to lobby for uniform, mandatory codes, rights of appeal and independent standards committees.

1810 Reports from Committees and Portfolio Holders

1810.1 Planning Committee

The following applications had been commented on after discussion on:

1st August 2011

11/01541/TPOS	350 Hursley Road
11/01539/TPOS	Tall Chimneys, 10 Baddesley Road
11/01566/FULLS	2 Bramble Cottages, Green Lane
11/01573/TPOS	Lakewood Straight Mile
10/02055/REES	Land at Abbotswood
11/01682/TPOS	Woodhatch, 46 Baddesley Road
11/01646/EXTS	Oakwood House, Winchester Road

16 August 2011

11/01648/LBWS	Oakwood House, Winchester Rd
11/01763/CLPS	32 Baddesley Road

30 August 2011

11/01791/FULLS	Yellow Dot (Ampfield) Ltd, Deer Park Court
11/01516/FULLS	South Holmes, Ampfield Hill

Mr Clark reported that 2 planning applications had been received recently: one for tree works in Hursley Road and one for a new dwelling to the rear of the Potters Heron Hotel. Return dates on the applications meant it would be difficult to accommodate them both at the same meeting. It was agreed, therefore, that the tree works would be returned to TVBC with “no comment” giving time for full publicity to the application for a new dwelling. Letters would be sent to residents in Potters Heron Close advising them of the date of the next planning meeting.

1810.2 Public Transport & Highway Liaison (PT&HL)

Mr Clark would attend the next Passenger Transport Forum to be held on 27th September 2011. The exchanges with Stuart Jarvis of Hampshire County Council, about the review of speed limits on the A3090 and other major roads, had been disappointing. The review had been completed and, despite earlier assurances that local councils would be consulted, there had been no opportunity to input to the process. Mr Clark would pursue this at a later date.

1810.3 Safer Neighbourhood-Local Action Group

In Mr Stevens' absence Miss Rothwell reported that the local guidance on dealing with travellers had been updated and issued to all Councillors. The guidance had been changed to include Mr Stevens' contact details in case of an incident.

1810.4 Website

Mr Jones reported that the problem with "drop-down" boxes on the homepage had now been resolved. Training in updating the website with Mr Nanson and the Clerk was in progress.

1810.5 Finance Committee

Hampshire Association of Local Councils

Footpath Warden

Test Valley Association of Parish Councils (TVAPC)

Tree Wardens/Environment

School Governor

Village Hall Liaison

Nothing new to report.

1811 Highway Matters

1811.1 Condition of road surface in Green Lane and Chapel Hill

Most of the work in Green Lane had now been completed and the Parish Council had been commended for their efforts. The large pot-hole in Chapel Hill had still not been attended to; Mr Clark would pursue this with Highways.

1811.2 Other matters

Mr Clark would complete the customer survey issued by Amey, the Highways contractor, on behalf of Council. Concern was expressed about

the incidents of speeding by drivers using Knapp Lane. This was a 30 mph zone with no pavements and few speed signs and was used frequently by walkers and horse riders. Mr Clark would pursue this with Highways.

1812 Test Valley Borough Council (TVBC)

Mr Hatley was not present at the meeting.

1813 Date of the Next Meeting

It was noted that the next meeting of the Council would be held on Monday, 14th November 2011 in the Village Hall, Ampfield commencing at 7.00pm.

1814 Closure

The meeting closed at 8.45pm.

Chairman.....

Date.....