

## Minutes

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

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

### 2696 Apologies for Absence

Apologies had been received from Martin Hatley, Margaret Rothwell and David Stevens.

### 2697 Minutes

The Minutes of the meeting held on Monday, 12<sup>th</sup> March 2018, having been circulated previously, were confirmed by the Meeting and signed by the Chairman.

### 2698 Matters Arising from the Minutes

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

### 2699 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.

### 2700 Public Participation

No members of the public were present.

### 2701 Financial matters

#### 2701.1 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>£</b>
Hampshire Playing Fields Association - renewal of subs	40.00
Cartridge order for new printer - office expenses - D Matthews	<u>39.99</u>
	<u>79.99</u>

## Payments made between meetings

TVBC - maintenance contract	570.71
D Matthews - March salary	581.68
HMRC -March payments	165.00
Ampfield Village Hall - use of facilities/contribution to operational costs 2017/18	224.00
Allbrook Pest Control - moles on Recreation Ground	150.00
Hampshire County Supplies - office stationery and items for pavilion	60.86
Canon Pixma printer - D Matthews - to replace lease equipment	129.99
Eon - pavilion electricity due 31st March not taken until 2nd April	
D/D	23.52
PWLB - Chapel Wood loan due 31st March not taken til 3rd April	
D/D	<u>2,642.99</u>
	<u>4,548.75</u>

Council authorised the renewal of subscription to The Hampshire Playing Fields Association. Council confirmed and approved the cheques and payments made between meetings. It was noted that the second loan instalment for the Chapel Wood loan would not actually be taken from the bank account until 3<sup>rd</sup> April due to the Easter holidays. Receipts for the month of March at £418.89 were made up mostly of memorial fees and interest from the Nationwide Account. At the end of March the TSB bank accounts stood at £36,964.54; this increased to £71,920.71 on 8<sup>th</sup> April following receipt of the VAT reclaim of over £32,000. It was noted that the 1<sup>st</sup> instalment of the Precept at £17,877.50 was due in the next week.

A review of the year's finances showed that over 73% of budget had been spent leaving an underspend of £13,738. This excluded the £156,733 spent on the construction and fitting out of the pavilion which had been funded by grants and S106 monies. The major underspends had been Recreation Ground maintenance at £2677, the War Memorial at £1,000, Pavilion running at £1500, Village Hall grant at £2990 and Legal/professional fees at £2000. Most of these were timing issues and the expenditure would be made in the following year. It was noted that the money spent on maintenance of the green spaces at Morleys Green would be recovered from the commuted sum set aside for that purpose.

### 2701.2 External audit

A new external audit contract had been awarded to PKF Littlejohn LLP. Ampfield was part of a central scheme which provided external audit services and did not let the contract themselves. Ampfield had been selected for an intermediate limited assurance review this year. This was a random selection of 5% of smaller authorities or of those whose receipts or payments exceeded £200,000. More information than usual would be required under this process.

## 2702 Pavilion progress and related projects

### 2702.1 Invitation to Tender - Sewerage project

An ITT had been issued to 4 firms, details of which had been circulated prior to the meeting. The Chairman and Allan Clark had met with the Quantity Surveyor on 5<sup>th</sup> April 2018 to review the bids. Council agreed to the recommendation that Highbridge Civil Engineering be appointed. It was estimated that the total cost of the project would be just under £22,000. A planning application had been submitted but had encountered a few problems with the mapping content.

No grant was currently available for this project. The Chairman and Allan Clark had met with TVBC officers involved with S106 monies and the new Community Infrastructure Levy (CIL). Applications for CIL funds would be invited shortly with a closing date of 30<sup>th</sup> June 2018. However, the outcome would not be known until September and funds not released until January 2019. This would be too late as the new sewerage treatment package would need to be in place in September. It was agreed that the sewerage project should be implemented immediately. Funds of approx £5,800 had been identified from S106 monies; the balance of £15,551 would be met by Ampfield Parish Council. The exact timing of the project would need to be discussed with the Cricket Club whose season was about to start.

### 2702.2 Progress on other issues

The final fitting out was underway. The water boiler was due to be connected that week. The crockery stock was still incomplete. The projector, which was a gift from the Cricket Club, had been fitted by them. Council agreed to fund a TV licence which would be approx £150 a year. The Cricket Club would provide the TV receiver and aerial. The Chairman and Julie Trotter would come up with some ideas about where, and how best to display the Cricket Club emblem and the Ampfield Parish Council name on the pavilion.

There had already been a request to hire the pavilion for a birthday party by a local resident. Council would need to consider for how much, and in what circumstances, it might rent out the pavilion. It would note the Village Hall hiring arrangements. It was also noted that a risk assessment would need to be done before the pavilion could be hired out to the general public. There was no intention at this early stage to consider an alcohol or music licence. A concern had been raised by a resident about the burning of items in an oil drum, near to the pavilion, by the Cricket Club. The Chairman would raise this with the Cricket Club to find out what had happened.

2703 Data Protection Regulations – email options

Using the slides prepared by David Stevens, Julian Jones reminded everyone that changes to Data Protection Regulations had meant that the use of private email addresses by Members, in relation to Council business, had had to be reviewed. Council owned its domain name and could, therefore, continue to use it. Several options were available. After discussion it was agreed in principle that Microsoft Exchange Online was the most likely way forward. It was Outlook based. It provided 50 GB mailboxes, good protection against spam and viruses and easily created collaborative groups. Costs would be £360 per annum which represented 10 accounts at £3 per month each. David Stevens, with Julian Jones, was asked to take this forward.

2704 Newsletter and Parish Assembly

The newsletter had been completed and had gone to the printers. It was expected to be returned before the end of the week and batches delivered to Councillors as soon as possible afterwards. Councillors would then deliver a copy to each household. Allan Clark would update and issue the distribution lists. The Chairman thanked Pete Edwards for his work in producing the newsletter. Julie Trotter confirmed that arrangements were in place for refreshments at the Parish Assembly meeting.

2705 Burial Ground

Council confirmed the decision, made earlier by email, for an interment in the Burial Ground based on a close connection to the Parish.

2706 Date of the Next Meeting

The next meeting of the Council would be held on Monday, 14<sup>th</sup> May 2018 starting at 7.00pm in the Village Hall, Ampfield.

2707 Closure

The meeting closed at 8.20pm.

**Chairman**.....  
**Date**.....