

Minutes

The Minutes of the Meeting of Ampfield Parish Council held in the Village Hall, Ampfield on Monday, 12th May 2014 commencing at 7pm.

PRESENT: Miss M.I. Rothwell (Chairman) – Presiding
Mr Clark, Mr P Edwards, Mr B Nanson,
Mr G.C.A.Roads, Mr D. Stevens

2103 Election of Chairman

It was proposed by Mr Nanson and seconded by Mr Stevens that Miss Rothwell be re-elected Chairman for the coming year. There being no other nominations, Miss Rothwell was declared elected.

2104 Declaration of Acceptance of Office

Miss Rothwell signed the Declaration of Acceptance of Office on re-election as Chairman.

2105 Attendance and Apologies for Absence

Apologies had been received from Mr E. Butcher, Mr M. D. Hatley and from Mr J.A. Jones.

2106 Minutes

The Minutes of the Meeting held on Monday, 10th March 2014, having been circulated previously, were confirmed by the Meeting and signed by the Chairman.

2107 Matters Arising from the Minutes

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

2108 Declarations of Interest

There were no declarations of pecuniary, or code of conduct, interest.

2109 Public Participation

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

2110 Election of Vice-Chairman

It was proposed by Miss Rothwell and seconded by Mr Roads that Mr Nanson be re-elected as Vice-Chairman for the coming year. There being no other nominations, Mr Nanson was declared elected.

2111 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 Test Valley Borough Council (TVBC). It was proposed by Miss Rothwell and seconded by Mr Nanson 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.

2112 Finance Committee Composition and Frequency of Council Meetings

It was recognised that the existing schedule of 2-monthly meetings was no longer frequent enough to deal with the workload and issues facing Council in the immediate future. It was agreed, therefore, that Council would meet monthly, with the additional meetings dealing primarily with finance matters; routine agenda items would continue to be considered under the original schedule. As finance matters would be dealt with more frequently under the new schedule it was agreed there would be no need for a separate Finance Committee and it was disbanded. The new arrangements would start in September 2014 and would be reviewed a year later. Mr Nanson would continue to lead on Finance matters.

2113 Portfolio Appointments were made with the agreement of all members:

Ampfield Countryside Heritage Area	}	
Chapel Wood	}	Mr Graham Roads
Tree Warden/Environment	}	
Ampfield School Liaison		Mr Edward Butcher
Communications		Mr Peter Edwards
Footpath Warden		Mrs Barbara Jerome
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 with support from Mr Allan Clark
Recreation Ground		Mr Bryan Nanson with support from Mr Allan Clark
Safer Neighbourhood Scheme		Mr David Stevens
Test Valley Association of Parish Councils	}	

Hampshire Association of Local Councils	}	Mr Bryan Nanson
Village Hall Liaison		Miss Margaret Rothwell
Webmaster		Mr Julian Jones

2114 Matters arising from the Parish Assembly held on Monday, 28th April 2014

Council noted that, at the Parish Assembly held on 28th April, residents had, as in previous years, expressed concern about the large number of potholes and the generally poor condition of the roads. The increased risk of flooding in the Romsey area, which was thought to be brought about by new housing developments, was also raised. Disappointment was expressed about the lack of progress in dealing with the very poor broadband service experienced in many rural areas. Queries were raised about how S106 developer funds were calculated and apportioned, and who controlled the process. Parishioners were assured that planning decisions made in TVBC were not influenced by the priorities or views of other, nearby authorities. Mr Clark would consider how best to get feedback from residents about the timing, structure and nature of the Parish Assembly.

2115 Ampfield Recreation Ground

2115.1 Maintenance

The cricket season was underway. A tonne of soil had been used already in repairing rabbit damage and a further tonne had been ordered. Repairs had been made to the worn grass under the see-saw.

Arrangements had been made to remove the damaged portakabin. As the Cricket Club was unable to prepare their tea on match days due to the absence of a kitchen, Council agreed to make up any additional costs up to a maximum of £30 per tea at the Ampfield ground. This would require appropriate receipts and an invoice. Mr Clark would oversee arrangements to do with the container in the absence of Mr Nanson.

2115.2 Outcome of inspections review

Mr Nanson had conducted refresher training for playground inspectors on 27 April 2014. As a result, a number of items would be taken forward including identity and business cards. Councillors had agreed their contact details and had selected a design for a business card template; this, together with a photograph, would form the basis of laminated ID cards.

2115.3 Playground development

Mr Nanson had circulated a paper about the future of the playground. The creation of a village green on the new development at Morleys Lane presented an opportunity to install a new playground. Its position would provide safer access

for the Pre-school and for Ampfield School, and better parking, than the Recreation Ground. In addition it was recognized that the planning consent for the proposed pavilion included the requirement for a carpark which was originally intended to be on the land currently occupied by the playground. This proposal would also remove any risks that might arise from the proximity to the cricket area. It was agreed that Council would investigate further the feasibility and cost of installing a playground on Morleys Green. The existing playground equipment would be re-used.

2115.4 Installation of cricket netting

Following discussions with the Cricket Club it had been concluded that the operation of removable netting on match days was not feasible. In view of this Council agreed to terminate the procurement process. In order to limit any perceived risks of cricket balls landing in the playground, it was agreed that the playground would henceforth be closed on match days. Closure signs would be prepared for the Cricket Club to use. It was agreed that locks and chains for the 3 playground gates would be bought up to a maximum cost of £50.

2116 Chapel Wood

2116.1 Friends of Chapel Wood and Work in the Woodland

The April working party had cleared out weeds and grasses from the cruciform hedge. The young box plants had survived the wet winter better than expected; spare plants were available if needed. In May work had concentrated around the pond area cutting back weeds and bracken, and taking down self-seeded saplings, from the boardwalks and surrounding areas. The Lengthsman would be employed to spray the weeds when the weather was right.

Invitations to tender had been issued to 3 companies for a retained tree contractor. The closing date was 16th May. An approached to use the woodland during half term had been received from an educational organisation. Council was pleased to have the woodland used in that way; information about insurance, risk assessments and the organisation itself had been requested. The Church fete would once again be held in the woodland on 14th June. It was intended to dismantle and move the broken dipping platform to the glade. Council agreed that the acquisition of a rustic seat to be placed on the platform would be pursued.

2116.2 Burial Ground

One highly priced estimate for disposal of the large piles of arisings from the removal of Rhododendron ponticum had been received. It was agreed that further estimates would be sought. It was also agreed that a feed, and bark mulch to help suppress the weeds, would be applied to the cruciform hedge. Costs were approved up to a maximum of £150. Council agreed to the request from a

parishioner for a cremation plot on the right hand side of the cruciform. Fresh plot diagrams would need to be drawn up.

2117 Financial Matters

2117.1 Accounts for payment

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

<u>Cheques to be signed at the meeting:</u>	£ (inc VAT)
DEK Graphics-newsletter	379.00
The Play Inspection Company-annual inspection	71.94
Hampshire Playing Fields Association- subscription	40.00
HALC fees & NALC levy	385.00
NALC - magazine subscription	17.00
Zurich Management Services-subscription	114.00
P Reynolds- internal audit	115.00
May salary-D Matthews	569.35
HMRC May payments	149.13
Office Expenses-D Matthews - 9/03/14-11/5/14	<u>25.66</u>
	1,866.08

<u>Payments made between meetings</u>	£ (inc VAT)
Cllr Roads-mileage for attendance at meeting	20.70
Cllr Edwards - preservative for bus shelters	69.54
Konica Minolta- copier hire & prints	28.64
TVBC 2nd instalment ground maintenance contract	1709.12
DEK Graphics - planning meeting leaflet	108.00
CBA Trees -picus sonic tomograph	967.20
Ace Liftaway- soil for Recreation Ground	42.00
Cllr Nanson- keys cut for scorer's hut and pavilion	30.23
Ampfield PCC - hire of St Mark's 8 April 14	14.00
Konica Minolta- copier hire	128.88
D Matthews April salary	569.55
HMRC- April payments	<u>148.93</u>
	3,836.79

2117.2 Receipts and anticipated payments

Council confirmed the payments made between meetings. It was noted that payments included the second instalment of the ground maintenance contract and the fee for the picus sonic tomograph which had been advised following the tree health & safety audit. The first instalment of the Precept at £16,236 had been received. Council was pleased to note that Ampfield Golf Club had renewed its sponsorship of the Parish website. The bank accounts stood at £58,627 of which £33,250 was in named reserve funds. It was noted that Council had opened an account with Ace Liftaway to more easily meet the on-going requirement for top

soil for the Recreation Ground. In reviewing assets at the year end the value attributed to the hedge trimmer and mower was questioned; consideration would be given to reducing their value to nil at the July meeting. It was agreed that, to reflect the limited facilities made available to the Cricket Club, the annual licence fee would be reduced by 50% from £1600 to £800 as in previous years.

2117.3 Review of Financial Regulations

It was noted that there had been some amendments to accounting procedures; Council's financial regulations would be updated in line with this and brought to the September meeting for approval.

2117.4 Year-end accounts and Annual Return

The Annual Return, which had to be with the external auditor by 30th June 2013, 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 2013/2014. 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 2013/2014 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 the road signs which, having been purchased in the 2013/2014 financial year were shown at purchase price, in accordance with the external auditor's instructions.

Notice of the forthcoming external audit had been posted on notice boards on 2nd June and would stay there until the 15th June 2014. This advised 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 16th June until 11 July 2014.

2117.5 Portakabin replacement

Council approved the order for the container to replace the portakabin which had been damaged in the winter storms. Costs would be £3,150 including delivery. This was matched by the insurance payment made on the damaged portakabin. The secure container would be refurbished and modified to include a kitchen. The plumbing and electric work needed to connect the container had been organized.

2118 Planning update

Detailed planning permission had now been given to the Perbury group/Hyde group for the development at Morleys Lane. It was agreed that Mr Clark would meet with Perbury on behalf of Council to explore aspects of the agreement. The application to put a gypsy pitch on the paddock opposite the Potters Heron was to be considered by the Southern Area Planning Committee; a date was awaited. Mr Clark had circulated a paper outlining proposals to update the Village Design Statement (VDS). Some former members of the original VDS team had been approached and were willing to assist with the revision. Mr Clark would invite their comments on the update.

(All applications considered by Ampfield Planning Committee, and decisions relating to them, are published in planning committee minutes which can be found on the website at: www.ampfield.co.uk).

2119 Correspondence and Communications

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

Bags from TVBC's new litter campaign, aimed at reducing the amount of litter thrown out of passing cars, would be available at the Village Market and at the Summer Fete. Mr Clark advised that all the necessary kit for a litter clearance – sacks, hi-visibility jackets and litter picks – were also available. He would organise something around the Straight Mile area: other Councillors were encouraged to do the same in their parts of the Parish. Mr Roads would examine further the request from the Woodland Trust to observe certain species of tree. This would come within the ACHA remit. Council would not be represented on the Local Resilience to Flooding workshop to be held in late June but the Clerk would request sight of any output from the event.

2120 Reports from Committees and Portfolio Holders

2120.1 Ampfield Countryside Heritage Area

A number of people had come forward after the Parish Assembly to register their interest in helping generally with countryside matters. It was important that their interest was acknowledged and retained, and that the organisation was put on a proper footing. Mr Roads would organise an AGM. Mrs Jerome, the new Footpath Warden and Mr Roads would attend a "Paths to Partnership" conference organised by Hampshire County Council. It was intended that all information about "natural issues" in Ampfield be brought under the ACHA banner. Mr Roads would visit Hampshire Record Office to see what information was available.

2120.2 Ampfield Village Hall

Negotiations over the purchase of the freehold of the Village Hall from the Women's Institute had been proceeding slowly. An AGM of the Village Hall Management Committee had been called for early June.

2120.3 Morleys Allotments

Mr Jones and Mr Stevens had been working together on the development of an action plan for the introduction of allotments on the Morleys site. A page on the Parish website would be dedicated to the allotments. Mr Clark would help with the identification of local sponsors.

2121.4 Neighbourhood security

The Local Acton Group had not met for a long time; a meeting was being organised shortly.

2121.5 Transport & Highways

Council was aware of the potential reduction in transport services that would be introduced by Hampshire County Council following significant budget cuts. Mr Edwards and Mr Clark had organised a meeting with the neighbouring councils of North Baddesley and Romsey Extra to explore how best to put forward a joint approach to these issues. A new contract had been issued for Lengthsman duties and had been awarded to Rob Cox. Arrangements were being made to introduce the new Lengthsman to the Parish. Higher charges meant that the days spent in parishes would be reduced from 3 to 2 days per quarter but this would be compensated for by increased efficiency. There was some outstanding work to be done by the existing Lengthsman in Chapel Wood and this would be completed shortly subject to good weather conditions,

2122 Test Valley Borough Council

Mr Hatley was not in attendance.

2123 Dates of meetings in 2014/2015

It was agreed that meetings throughout the year would be held on the following days, all of which were Mondays:

14th July 2014, 8th September 2014, 10th November 2014, 12th January 2015 and 9th March 2015. Dates for the 2015 Parish Assembly would be agreed at a later date. Following the decision to increase the frequency of meetings (paragraph 2112) actual dates of new meetings would be determined shortly.

2124 Date of next meeting

The next meeting of Ampfield Parish Council would be held on Monday, 14th July 2014 at 7pm in the Village Hall, Ampfield.

2125 Closure

The meeting closed at 9.15pm.

Chairman.....

Date.....