

Minutes

The Minutes of the Meeting of Ampfield Parish Council held in the Village Hall, Ampfield on Monday, 16th May 2011 commencing at 7pm.

PRESENT: Miss M.I. Rothwell (Chairman) – Presiding
Mr E.H. Butcher, Mr A Clark, , Mr M.D. Hatley, Mr J. A. Jones,
Mr B. W. Nanson, Mr G. C. A. Roads, Mr D. Stevens

1757 Election of Chairman

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

1758 Declaration of Acceptance of Office

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

1759 Apologies for Absence

An apology had been received from Mr D.J.E.Gilks who was away.

1760 Minutes

The Minutes of the Meeting held on Monday, 14th March 2011, having been circulated previously, were confirmed by the Meeting and signed by the Chairman.

1761 Matters Arising from the Minutes

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

1762 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.

1763 Public Participation

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

1764 Election of Vice-Chairman

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

1765 Planning Committee

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 Mr Nanson and seconded by Mr Hatley that Mr Clark be appointed Chairman of the Planning Committee. There being no other nominations, Mr Clark was declared appointed.

1766 Finance Committee

It was agreed that all Councillors would be members of the Finance Committee with the Chairman of the Council attending as an ex-officio member. The Clerk would attend as Responsible Finance Officer. It was proposed by Miss Rothwell, and seconded by Mr Hatley, that Mr Nanson be Chairman of the Finance Committee. There being no other nominations, Mr Nanson was declared appointed.

1767 Portfolio Appointments were made as follows:

Footpath Warden	Mr Martin Trotter
Test Valley Association of Parish Councils }	
Hampshire Association of Local Councils }	Mr Bryan Nanson
Transport & Road Safety	Mr Allan Clark
Ampfield Countryside Heritage Area	Mr Martin Hatley
Village Hall	Miss Rothwell
Ampfield School Governor	Mr Edward Butcher*
Tree Warden/Environment }	
Friends of Chapel Wood }	Mr Graham Roads
Webmaster	Mr Julian Jones
Recreation Ground	Mr Bryan Nanson with assistance from Mr Allan Clark
Local Action Panels-Police Neighbourhood team	Mr David Stevens

*Until the end of summer 2011

1768 Reports from Committees and Portfolio Holders-Footpath Warden

Mr Martin Trotter, Footpath Warden, had attended the meeting to advise Council about the poor condition of part of the path from Hocombe Wood Road to Beechwood Crescent. A resident had complained about how muddy a section of the path got after heavy rain making it very difficult to walk along. Council agreed, up to a cost of £75, that a one ton bag of gravel could be purchased to deal with the problem. Mr Hatley would store the gravel until needed.

1769 Matters arising from the Parish Assembly held on 9th May 2011

Parishioners expressed concern about the number of retrospective planning applications that continued to be put forward. Council shared this concern and had written to TVBC about it. The Planning Committee would continue to monitor all such applications carefully. Mr Hatley advised that a consultation exercise was currently underway about retrospective applications including a possible increase in fees for such applications. This could, however, discourage people from applying at all; it was thought that most retrospective applications were the result of ignorance and not of intent.

The situation surrounding the retrospective application at Yellow Dot Nursery, and the distress it appeared to be causing its immediate neighbour, remained a cause for concern. Mr Hatley advised about the procedure to be followed, and the timescales involved, in the lodging of any appeal against planning decisions. He agreed to attempt a reconciliation between the two parties to help resolve this difficult matter.

Dates for the public exhibition to be held by the Pegasus Planning Group about the proposed development at Morleys Lane had been announced at the Assembly. It was acknowledged that some parishioners had serious misgivings about any such development and had raised a number of points at the meeting. It was agreed that Mr Roads should approach some of those concerned to gain a better understanding of their issues and to help determine how best to take forward this very important matter.

Mr Butcher agreed to talk to Ampfield Primary School about how best to address the complaints about inappropriate parking and its effect on Knapp Lane residents.

1770 Elections 2011-composition of Council and consideration of co-option of members

The number of Council members was set at 11. Following the result of the election held earlier in the month, at which 9 Councillors had stood and had been elected without contest, 2 vacancies existed. This situation had, in fact, existed for some time as Council had operated with 9 Councillors for most of the period since

the 2007 elections. Mr Nanson and the Clerk had consulted the Electoral Services Team at TVBC about the situation and a number of options were discussed. It was noted that the Boundary Commission would, in any case, carry out a local government review in 2012 at which parish boundaries and numbers of councillors would be considered. Councils would be invited to contribute to the review. Parishioners would be consulted and any change would take effect at the next election due in May 2015.

Council agreed that 9 was an appropriate number of members for the activities to be carried out and that it was in keeping with other parishes of similar size and electorate in Test Valley. Council would not, therefore, seek to co-opt additional members but would await the outcome of the review in 2012.

1771 Ampfield Recreation Ground

1771.1 Drainage project

The drainage project was complete. Viridor Credits had released the funds as promised and Council was very grateful for their support. It was expected that the balance of the costs of the project would be found from developer funds. The long dry spell had meant that the grass had not germinated and that the trenches remained bare and rutted. It was agreed that the contractor's advice would be sought about how best to deal with the bare trenches; Miss Rothwell and Mr Nanson were authorised to spend up to £250, if needed, on remedial work or materials.

1771.2 Maintenance

The weeds around the perimeter had been sprayed the previous week; the formula used was bio-degradable and became inert on contact with soil. TVBC staff would advise on the next stage in a few weeks once the effects of the spraying were known. Council agreed that Miss Rothwell and Mr Nanson were authorised to spend up to £120 on flaying and re-spraying the weeds as necessary. It was also agreed that up to £330 could be spent on the spring feed. Spraying the plantain, which was infesting a large part of the Recreation Ground, would be expensive; TVBC staff had been asked to provide alternatives.

The areas to the west of the Recreation Ground and behind the pavilion base had been levelled and seeded but, once again, due to the lack of rain, the grass had not germinated properly and some remedial work might be necessary.

Recent inspections had identified that some of the mesh fencing and some of the arris rails in the playground had become loose and needed attention. It was agreed that Mr Nanson would seek a quote from a local contractor

to carry out some repairs; a cost of £120 for the work was also agreed, to be authorised, as necessary, by the Chairman and Vice-Chairman. Damage to the see-saw needed specialist help and Mr Nanson would contact Playground Services, the original installer, in order to remedy the situation. It was agreed that some modest costs would be incurred. The opportunity would be taken to consult Playground Services about the feasibility of adding play items suitable for older children.

1771.3 Football pitch size

Ampfield Football Club had requested that the pitch dimensions be reduced as the size was creating difficulties for both home and away teams. The requested reduction of 10 yards off the length and width would mean that both sets of goal posts would have to be moved. Such a reduction would also mean that the southern edge of the pitch would no longer be so close to the ditch and the bank of nettles. Council agreed, in principle, to a reduction of the pitch. A quote for the work would be sought from TVBC.

1771.4 Improvements to pavilion base area

Council was aware that Ampfield Cricket Club had requested improvements to the area around the pavilion base. It was noted that TVBC would be disposing of unwanted Astroturf in September and that a quantity had been earmarked for the Recreation Ground. It was agreed that Mr Nanson and Mr Clark would work up a development plan to improve the area and take forward the project.

1771.5 New lease and licence

It was noted that the new lease of the pavilion, and the new licence to play cricket on the Recreation Ground, had been agreed and signed by both parties.

1772 Chapel Wood

1772.1 Friends of Chapel Wood

The May working party had just taken place; numbers remained good with 8 or 9 volunteers in regular attendance. There was only one more working party scheduled before the summer break although adhoc sessions might be arranged if required. Encroaching bracken had been cleared from the footpaths. A complaint had been received that the mound of topsoil set aside for use in the churchyard was being colonised by ground elder which was very invasive. The elder was subsequently cleared.

1772.2 Work in the Woodland

Consent to fell the leaning Beech tree had been given by TVBC's Tree Officer. The tree would be replaced by a Copper Beech or a Sweet Chestnut. This would be done around November.

Mr Roads had attended an event about the "Green Flag" movement which encouraged sustainable excellence in green, open spaces. Although interesting, the focus was essentially on parkland and heritage areas and was not best suited to woodland.

1772.3 Burial Ground

Work on preparing the ground for the planting of the box hedge in the autumn was nearly complete. The cruciform pattern could now easily be seen. The work had been done by volunteers and had saved over £700 in contractor fees. It was hoped that the earlier costs of the protective fence for the yew hedge could be reclaimed from developer funds.

1773 Assets including bus shelters and notice boards

The brick bus shelter at Green Pond Lane had been cleaned up by volunteers with the help of Mr Hatch, who had provided water and power, and of Mr Case who had supplied the traditional tiles to repair the roof. An invitation to tender to replace the ceiling had been issued to 3 suppliers of whom 2 had responded. Council considered the estimates and agreed that Mr Hounsome should be awarded the contract.

The replacement polycarbonate door for the notice board at Flexford Close would be collected by Mr Hatley who would also arrange for it to be fitted.

1774 Financial matters

1774.1 Accounts for payment

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

<u>Cheques to be signed at the meeting</u>	£ (inc VAT)
Ampfield Crusaders Cricket Club-IOG membership	42 30
HALC-funding training Cllrs Clark & Nanson	60.00
Watermark Printing-newsletter	347.00
Office Expenses-D Matthews	19.86

P Reynolds- internal audit	110.00
May salary-D Matthews	536.32
HMRC-May payments	158.92
Zurich Mgmt. Services-LCAS renewal	114.00
Cllr Roads-pro-grow for Burial Ground+expenses	30.80
June salary-D Matthews	536.12
HMRC June payments	<u>159.12</u>
	<u>2114.44</u>

Payments made between meetings

C Hoare Tree Services	504.00
Digley Associates Ltd- playground inspection	42.00
Sharp Electronics (UK)-photocopier hire	75.74
March salary-D Matthews	523.11
HMRC –March payments	185.73
Barker & Geary-fence in Burial Ground	576.00
Office Expenses-D Matthews	44.04
PJ & CM Froud-drainage project	27507.00
Allbrook Pest Control	80.00
HALC fees & NALC levy- 2011	346.00
April salary-D Matthews	536.32
HMRC April payments	<u>158.92</u>
	<u>30578.86</u>

1774.2 Income and anticipated expenditure

Expenditure had been usually high in the period due to payment for the drainage project on the Recreation ground. This money had been recovered through a grant from Viridor Credits which, together with the first instalment of the Precept, brought income to over £40,000. The Funding course attended by Mr Clark and Mr Nanson had been very informative and details of a number of possible sources of grants had been passed onto the sports clubs. Council was pleased to note that Keats Restaurant, Ampfield Electrical and Paul Collard had renewed their sponsorship of the website.

1774.3 Year-end accounts

The Clerk, as Responsible Finance Officer (RFO), reported that Paul Reynolds, the Internal Auditor, had completed his audit of the Council's accounts for 2010/2011. 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 2010/2011 Accounts and the Audit Commission 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. Elements of the Annual Governance Statement would continue to be reviewed by the Finance Committee to ensure internal controls remained sound.

Notice of the forthcoming external audit had been posted on notice boards on 6 May 2011. This advised electors of their rights to examine the accounts and the process by which they could do so.

1774.4 Insurance renewal

The insurance policy was due for renewal in June. Details about a fresh 3-year deal with Aviva had been received from Came & Company. This would move the renewal month from June to October in 2012 without charge for the intervening 4 months and would represent a saving of 12% over the 3-year period. Council agreed to accept the 3-year insurance proposal from Aviva and the 2011 premium of £1067.49. Following a review of the value of Council's assets in relation to their insurance worth, it was agreed that the bus shelter at Green Pond Lane should be covered once again for all risks (see para 1773) at £5000 and, to reflect current increases in value, to increase the cover for the secure container to £2500. It was accepted that these changes would increase the premium.

1775 Correspondence and Communications

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

1775.1 Community Litter Pickers

At the recent Parish Assembly, Council had raised the anti-litter campaign, launched recently by TVBC, called "Love where you live". Mr Clark, who had invited anyone interested to get in touch with him, and Mr Stevens would put forward a proposal to Council for the July meeting about how best this might be taken forward. It was thought that spring and autumn were the best times to undertake a litter pick.

1775.2 British Youth Council

The British Youth Council had developed a Local Council Shadowing Award designed to recognise young people's understanding and involvement in local democracy. It involved shadowing local councillors for a period of time. This was thought to be a good idea but, in view of Council's current workload and activities, it was not thought to be the best time to offer to take part.

1776 Reports from Committees and Portfolio Holders

1776.1 Planning Committee

The following applications had been commented on after discussion on:

22 March 2011

11/00218/FULLS	Yellow Dot Nursery, Deer Park Court
11/00257/TPOS	18 Baddesley road

19 April 2011

11/00763/TPOS	23 Hocombe Wood Road
11/00869/TPOS	Ampfield Parish Council, Chapel Wood

1776.2 Footpath Warden

See paragraph 1768.

1776.3 Environment

Mr Roads had attended the Green Flag day on 31st March 2011 (see paragraph 1772.2).

1776.4 Public Transport & Highway Liaison (PT&HL)

The grit bin at the junction of Pound Lane and the A3090 needed to be moved back from the road; Mr Clark would advise Highways. A branch from a very large Oak in the Straight Mile had dropped onto electricity wires over the previous weekend; Southern Electric had since cleared it. Mr Clark had used the revised HCC website to report some pot holes on the northern service road of the Straight Mile; the work had been scheduled to be done in about 6-8 weeks but Amey, the highways contractor, had started the work that day.

1776.5 School Governor

The appointment of a substantive Head Teacher was a very positive development. Mr Butcher advised that a budget review had been undertaken to keep the finances in good order in these difficult economic times. Pupil numbers continued to be closely monitored; discussions with local pre-schools would be taking place.

1776.6 Safer Neighbourhood – Local Action Group

Mr Stevens had attended a Rural Policing event at Sparsholt at which the Assistant Chief Constable of Hampshire had emphasised how seriously they were taking rural crime. It was also noted that farms were considered particularly to be at risk.

1776.7 Finance Committee

Hampshire Association of Local Councils

Ampfield Countryside Heritage Area

Test Valley Association of Parish Councils (TVAPC)

Tree Wardens

Village Hall

Website

There was nothing new to report.

1777 Highway Matters

1777.1 Ditches in Pound Lane

Mr Clark reported that Highways had completed work on the ditches in Pound Lane near at Gosport Farm.

1777.2 Obstruction of sight of the Highway

Mr Roads advised Council of a fallen branch in Hook Road which had blocked the view of the road when coming out of a driveway. It was noted that if the branch was outside of the curtilage of the property then it should be reported to Highways; if it was not then it was the landowner's responsibility to deal with it.

1778 Test Valley Borough Council (TVBC)

Mr Hatley advised that, following the election, the new cabinet structure was now in place at Test Valley Borough Council and that he remained Deputy Leader of the Council and the Planning portfolio holder. It was noted that Ampfield & Braishfield ward had the highest turn-out in Test Valley at 61.7%; the average was 48%.

A dropped kerb would soon be in place at the site of the proposed new bus shelter on the Baddesley Road. The area at the Hursley Road/Hocombe Wood Road bus stop was not large enough to accommodate the number of students waiting for buses. Members of the highways department had been asked to clear away vegetation. Complaints had also been received that some road signs had been obscured by dirt; this had been reported to Amey, the highway contractor, who would clean them.

1779 Diamond Jubilee Celebrations

As yet no fresh ideas or offers of help had been made as a result of the Parish Assembly. The organisation of a cricket match and a hog roast remained the best option thus far. It was noted that TVBC would not charge for road closures in the event of street parties.

1780 Dates of meetings in 2011/2012

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

11 July 2011, 12 September 2011, 14 November 2011, 9 January 2012 and 12 March 2012.

1781 Date of the Next Meeting

It was noted that the next meeting of the Council would be held on Monday, 11th July 2011 at the Village Hall starting at 7pm

1782 Closure

The meeting closed at 10.00pm.

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