

Minutes

The Minutes of the Meeting of Ampfield Parish Council held in the Village Hall, Ampfield on Monday, 12th October 2015 commencing at 7pm.

PRESENT: Bryan Nanson (Chairman)
Allan Clark, Julian Jones, Graham Roads,
David Stevens and Julie Trotter

2297 Attendance and Apologies for Absence

Apologies had been received from Pete Edwards and Martin Hatley. Council noted and approved Miss Rothwell's continued absence.

2298 Minutes

The minutes of the meeting held on Monday, 14th September 2015, having been circulated previously, were confirmed by the meeting and signed by the Chairman.

2299 Matters Arising from the Minutes

Allan Clark and Bryan Nanson had been due to attend a meeting with members of the Cricket Club to hear from a company which supplied pre-fabricated sports pavilions but the supplier was unable to attend the meeting.

David Stevens had given the dates of future council meetings to PCSO Jo Cole and had invited her to the November meeting. A response was awaited.

2300 Declarations of Interest

There were no declarations of pecuniary, or personal, interests.

2301 Public Participation

No members of the public were present.

2301 Financial Matters

2301.1 Accounts for payment

Council agreed to pay the insurance premium proposed by Came & Company following discussion at para 2301.3 It was proposed by Julian Jones, and seconded by Graham Roads that the following accounts be paid:

Cheques to be signed at meeting	£ inc VAT
HALC - training - pensions workshop	42.00
Play Inspection Company- bi-annual playground inspection	71.94
Data Protection Registration renewal	35.00
D Matthews- October Salary	581.73
HM Revenue & Customs- October payments	<u>152.68</u>
	<u>883.35</u>
Agreed at meeting - Came & Company- £1122.21	

Payments made between meetings

Godwins Solicitors - W.I. - Purchase of freehold of Village Hall	1200.00
HALC HR Services subscription for pensions advice	<u>120.00</u>
	<u>1320.00</u>

2301.2 Receipts and anticipated payments

Council confirmed the list of payments made between meetings. Receipts for September had been boosted by the second instalment of the precept at £16,168.00. The bank accounts at 12th October 2015 had stood at £55,655.92 of which £33,250 was in named reserves. Council noted the bank reconciliation at 30th September 2015. Budget & actual expenditure figures had been issued prior to the meeting. Expenditure for the year to end September was approx. 49% of the budget (excluding the purchase of the second defibrillator for which funds were received in the previous financial year). Over £5,600 had been paid out in September for loan instalments. The first payment of the ground maintenance contract had been made and this was reflected in the expenditure shown against the Recreation Ground, Churchyard and the Burial Ground. Confirmation had been received from TSB Bank and from the Financial Services Compensation Scheme staff that the guarantee of deposits up to £75,000 would apply to small local authorities such as Parish Councils.

2301.3 Insurance renewal

The insurance policy was due for renewal on 16th October. The long term agreement, which provided savings over a 3-year period, was also due to expire. The Clerk had circulated the quotation offered by Came & Company, Council's insurance broker. Taking account of a fresh 3-year agreement the premium would be £1,122.21 which was slightly less than the previous year. As before, the agreement stipulated that the basic rates applied by the insurer Aviva, would not change over the 3 years (except for property sums being index linked); this

provided some certainty in budget preparation and cost allocation. The review of the market undertaken by Came & Company provided Council with reassurance that best value was being sought. It was agreed that the renewal premium and the 3-year agreement would be accepted.

2301.4 Finance Strategy

Graham Roads had prepared a paper to provide Council with the basis of a finance strategy that would help it discharge its current and future financial obligations and allow continued enhancements of parish facilities. It was important that the monies given to Ampfield Parish Council under the S106 agreement for the maintenance of the landscape, and of the open and green spaces within the Morleys development be properly and separately managed. It was proposed that the monies be ringed fenced and kept separate from existing receipts and payments, and be invested in accordance with Department of Communities and Local Government guidance. The cost of maintenance of the green and open spaces should have a neutral impact of the annual precept. Investigations would be made into suitable bank and building society accounts to provide a spread of safe and readily accessible investments. In view of the importance of the proposed strategy, and to give members sufficient time to consider the proposals, it was agreed that the strategy would be included in Council's November meeting agenda for further discussion and agreement.

2301.5 Pensions

The Chairman summarised the requirements, laid down by Government, for work place pension schemes. The provision of a scheme was compulsory and the features appeared complex. Although Council had only one part-time employee, a pension scheme for current and future employees had to be proposed. It was for employees to decide to opt into a scheme or not. Council's staging date, when the scheme had to be in operation, was April 2017 but it could be started any time before then. Non-compliance carried daily financial penalties. The Chairman and the Clerk had attended a pensions workshop run by HALC which had been very informative. Professional advice and support with the process was available but at a cost. It was noted that the payment of a gratuity was no longer an option. It was agreed that the Chairman would prepare an options paper for consideration at the November meeting.

2302 Business Risk Analysis

The Business Risk Analysis had first been prepared in 2011. It had now been reviewed and updated by the Chairman. Members considered and agreed the revised version. Alan Clark raised the need to include the S106 monies in the risk analysis. It was agreed that this would be done after the Finance Strategy had been agreed (see para 2301.4)

2303 Committee Structures

2303.1 Finance Committee

The Finance Committee had been stood down in September 2014 and all finance matters had since been determined by full Council. It was agreed that this arrangement had been working well and would continue.

2303.2 Pavilion Project

It was agreed that Allan Clark would prepare a paper outlining proposals for taking forward the pavilion project. This would be considered first at the Development Advisory Group before being presented to Council at its November meeting.

2304 Allotment Proposal

Julian Jones and David Stevens had updated the paper outlining the criteria and rules under which the Ampfield Allotment Holders Association (AAHA) would operate at Morleys. Council was still working on the basis that there would be up to 10 half plots or 20 quarter plots available once the builders had finished the allotment area. It was agreed that paths would be needed through the area and between the plots and that Council would arrange for those to be laid. Land for the paths would have to be taken from the growing area itself; to achieve that a plot might be lost overall. Two small buildings – a toilet and a store - had been built but no other structures would be allowed although allotment holders would be able to make compost heaps. Additional considerations would be added following the recent meeting with the Perbury Group. It was noted that 6 houses near the allotment area were expected to be occupied by the end of October.

Arrangements would be made for the buildings to be cleaned weekly. It was agreed that Council would pay for this for the first year of operation until the AAHA was up and running. Allan Clark would ask Perbury to include the autumn newsletter, which had details about the allotment scheme, in welcome packs for Morley residents. At this stage allotments were only available to residents of the parish.

2305 Autumn Newsletter

Council had reviewed the proposed content and timing of the autumn newsletter. Additional photographs would be sent to Pete Edwards. It was agreed that the target publication date would be the end of October. Julie Trotter agreed to do a delivery round. Allan Clark would revise the standard delivery rounds to take account of Miss Rothwell's continued absence.

2306 Date of next meeting

The next meeting of Ampfield Parish Council would be held on Monday, 9th November 2015 at 7pm in the Village Hall, Ampfield. It was agreed that, exceptionally, the June meeting would be held on Monday 6th June 2016.

2307 Closure

The meeting closed at 8.45pm.

Chairman.....

Date.....