

## Minutes

The Minutes of the Meeting of Ampfield Parish Council held in the Village Hall, Ampfield on Monday, 28<sup>th</sup> May 2012 commencing at 7pm.

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

### 1868 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.

### 1869 Declaration of Acceptance of Office

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

### 1870 Apologies for Absence

Apologies had been received from Mr Butcher who was away, and from Mr Hatley and Mr Jones who had other commitments.

### 1871 Minutes

The Minutes of the Meeting held on Monday, 12<sup>th</sup> March 2012, having been circulated previously, were confirmed by the Meeting and signed by the Chairman.

### 1872 Matters Arising from the Minutes

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

### 1873 Declarations of Interest

Miss Rothwell and Mr Roads declared an interest in St Mark's Church as they were members of the Friends of St Mark's Church.

### 1874 Public Participation

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

1875 Election of Vice-Chairman

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

1876 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 Mr Nanson and seconded by Miss Rothwell 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.

1877 Finance Committee Composition

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

1878 Portfolio Appointments were made with the agreement of all members:

Ampfield Countryside Heritage Area	}	
Chapel Wood	}	Mr Graham Roads
Tree Warden/Environment	}	
Footpath Warden		Mr Martin Trotter
Test Valley Association of Parish Councils	}	
Hampshire Association of Local Councils	}	Mr Bryan Nanson
Public Transport & Highway Liaison		Mr Allan Clark with support from Mr Peter Edwards
Recreation Ground		Mr Bryan Nanson with assistance from Mr Allan Clark
Safer Neighbourhood Scheme		Mr David Stevens
Ampfield School Liaison		Mr Edward Butcher
Village Hall Liaison		Miss Margaret Rothwell
Webmaster		Mr Julian Jones

1879 Matters arising from the Parish Assembly held on 23<sup>rd</sup> April 2012

A number of parishioners expressed regret that they had missed the planning meeting at which a revised application for stables and associated works at the field opposite the Potters Heron was considered. They had been particularly interested in this application and had objected to it previously. Mr Clark had agreed to look at ways of improving the communication process in relation to planning meetings. Mr Jones had explained earlier in the meeting that the new parish website, due to be launched in the summer, would have a twitter facility and those interested in items such as planning applications could be advised automatically of meetings and agendas.

Concern had been expressed about the Planning Committee's decision not to object to the works on the field opposite the Potters Heron despite strong opposition to the original application. Mr Clark had explained that once planning objections had been satisfactorily addressed there were no grounds for refusal; making character judgements was not appropriate.

Parishioners were curious about the leaflet received by Ampfield residents from the trustees of the Barker-Mills estate. It was Mr Hatley's view that this was probably a PR exercise and could see no direct connection between the estate lands and Ampfield.

Retrospective planning applications continued to infuriate residents who believed they were on the increase and were simply a device for getting round planning rules. Mr Hatley explained TVBC's view of retrospective applications. Mr Clark had agreed to continue to monitor such cases.

The Knapp Lane speed limit was thought to be adequate but was increasingly not adhered to. People and children felt safe in the Lane without realising the dangers posed by the narrow road, high hedges and hidden bends. Miss Rothwell would take forward a consultation with residents about how best to tackle the problem.

1880 Ampfield Recreation Ground

1880.1 Maintenance

A spring feed had been applied to the Recreation Ground and the playground grass had been cut by TVBC. The weeds in the ditches and around the southern perimeter, and parts of the eastern and western perimeters, had been strimmed in an effort to discourage rabbits from using them as cover before colonising the Ground.

#### 1880.2 Repairs to rabbit damage

The Cricket Club had expressed their concern again about the damage done by rabbits which, if it continued, they believed would stop them playing on the Ground altogether. Council had agreed to the employment of a contractor to fill and seed the holes; there had been an improvement and Council agreed to continue with these services for the time being.

#### 1880.3 Tenders for rabbit fencing

Tenders had been issued to 3 contractors to supply & fit rabbit fencing. As the existing contractor had been keeping the damage under control, and the Cricket Club were able to play without significant problems, it was agreed that any decision on fencing should wait until the New Year. The Clerk would write to the 3 contractors accordingly.

#### 1880.4 Jubilee event

The White Horse had planned to use the Recreation Ground as part of their Jubilee event. However, issues with risk assessments caused them to change their mind and all items would now be within the grounds of the White Horse itself.

#### 1880.5 Training for playground inspections

Mr Stevens had attended a training session with Digley Associates who conduct routine and annual inspections on the playground. The session had taken place during a scheduled inspection and had been very thorough. It was encouraging that the inspection was conducted in much the same way as that by Councillors. Digley Associates offered refresher training to all Councillors. Some concern had been expressed about the length of the grass between the playground and the hedge as glass could be hidden there. Mr Nanson would follow up both items.

#### 1880.6 Football agreement and car park

Ampfield Football Club continued to play at municipal grounds. Responsibility for checking the fitness of the pitch for play remained an unresolved issue. Mr Nanson would write to the club and advise them of the terms and condition of the agreement to play on the Recreation Ground and see if there was a way forward.

It was agreed that the project to lay down a carpark in the area between the playground and the new entrance would not be pursued for the time being. When the ground was dry the Cricket Club was able to park on the

western side of the Ground where there was a buried roadway constructed during the infilling of the land.

## 1881 Chapel Wood

### 1881.1 Friends of Chapel Wood

The May working party had been very well attended and a great deal of effort had gone into the weeding of the recently planted box hedge in the Burial Ground. It was noted that 18 box plants, which were surplus to requirements at the time of planting, had been heeled-up in Mr Roads' garden to keep them healthy until planting in the autumn.

### 1881.2 Work in the Woodland

All the new sign posts had been concreted into position. The tree contractor would remove the uprooted Oak tree later that week. The small leaning Birch would be left for the time being and dealt with when other work was to be done in the woodland by the contractor

Work on getting the glade and woodland ready for the Church fete had taken priority over other tasks. Arrangements would be made in the autumn to plant the Jubilee Oak which would most likely be placed near the glade area. The trees intended to replace others which had had to be taken down would also be acquired and planted later in the year. Mr Roads would pursue the evaluation of the boardwalks for insurance purposes.

### 1881.3 Burial Ground

Miss Rothwell had discussed with the Revd. Gilks the eligibility for burial of those who had left the Parish some time ago. It was agreed that the cut-off point would be those having left the Parish 10 years or more at the time of death. This would take effect from 1<sup>st</sup> January 2013. The Clerk would revise the Management Agreement for signature.

Council discussed again the merits of employing a dedicated grave-digger and considered the possible disadvantages. It was noted that the lack of symmetry of the graves, and the previous problems with subsidence due to water-logging, might be overcome with a contracted grave-digger who knew the ground well. However, there were concerns about health and safety issues, especially lone-working, and about Council's capacity to hire and manage another employee or contractor, and the relationship with undertakers. Council decided not to seek to employ a grave-digger but Mr Roads would discuss ideas with the Revd. Gilks about how graves could be better marked-out. Mr Clark wished his preference for hiring a dedicated grave-digger to be recorded.

1881.4 War memorial

Mr Roads would pursue the evaluation of the War Memorial with Lockerley Stone.

1882 Financial Matters

1882.1 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)
Geoff Phelps-repair to rabbit damage on Rec Ground	209.00
D.A. Matthews-Office Expenses 12/3-26/5/2012	19.99
Fair A/c - Paul Reynolds internal audit	110.00
Cllr Clark-items for Rec Grnd	181.46
D Matthews-May salary	540.17
HMRC - May payments	150.25
D Matthews-June salary	539.96
HMRC - June payments	150.45
Ampfield Parochial Church Council- Burial Ground admin2011+2012	<u>400.00</u> <u>2301.28</u>

Payments made between meetings

Allotment event-HALC- Cllr Edwards	60.00
Broker Network Ltd-bus shelter insurance	25.00
Sharp Electronics-copier hire	39.94
Watermark Printing-newsletter	309.00
G A Hounsome-guttering repair	31.00
HALC & NALC subs	369.00
NALC magazine subs	15.50
D Matthews-April salary	540.16
HMRC-April payments	<u>150.25</u>
	<u>1,539.85</u>

### 1882.2 Income and anticipated expenditure

Council was very pleased to receive £238.55 from the Small Grants Scheme towards the cost of the new sign posts in the woodland; Mr Nanson confirmed that the balance would be claimed through the S106 Developer Fund. The contribution of £50 towards the gutter repairs on the pavilion from the Cricket Club was also very welcome. Early payment of the 2012/2013 Precept in March 2012 by TVBC had been a mistake. The Clerk, with the agreement of the Internal Auditor, had deducted the amount from the year-end figures. Council noted that Keats Restaurant had renewed their sponsorship of the Parish website. As it was very early in the financial year, budget and actual cost comparisons provided little information about expenditure patterns and a budget spreadsheet would be prepared for the July meeting.

### 1882.3 Year-end accounts and Annual Return

The Annual Return, which had to be with the Audit Commission by 11<sup>th</sup> June 2012, 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 2011/2012. 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 2011/2012 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 8th May 2012. This advised electors of their rights to examine the accounts and the process by which they could do so. The accounts would be available for examination from 22<sup>nd</sup> May to 21st June 2012.

### 1882.4 Grant application for projector

During a training session run by HALC it was noted that grants were available to purchase projectors for community use. As this could be a useful resource Mr Nanson would put together a bid with supporting information from members of the Village Hall Management Committee.

Should the projector be acquired it would be placed in the Village Hall but be owned by the Parish Council.

1883 New website

Miss Rothwell thanked Mr Jones in his absence for the hard work he had put into the development of the new parish website which would be ready for use later in the summer. Everyone was encouraged to review the content so far and let Mr Jones know about any inaccuracies or necessary changes.

1884 Localism Act

The importance of the new Localism Act was recognised by Council. Mr Roads, Mr Clark and Mr Nanson had recently attended an event organised by TVBC and the Hampshire Association of Local Councils about aspects of the Act. It was clear that many aspects were still being developed and that TVBC would take the lead on refining some features as an aid to local councils. In the meantime, it was agreed that Mr Nanson would co-ordinate Council's activities on this matter. It was noted that local councils could, under the power of bidding, advise principal authorities' planning departments of an interest in community facilities of importance to the parish; that way, for example, Council could be advised when a building of interest came on the market. It was agreed that Mr Nanson would look at the procedures and timeframe for this with a view to listing the School and the Village Hall.

1885 Correspondence and Communications

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

Developments with Adult Mental Health had been taking place and Councillors were encouraged to contact the Clerk if they wished to take part in the consultation process. Miss Rothwell had received papers containing the views of numerous local councils about the possible closure of the Duttons Road Offices of TVBC. She had declined the invitation to a further meeting on the subject but had requested sight of anything which came out of it. Council noted the School's recruitment campaign for a lunch-time supervisor.

1886 Reports from Committees and Portfolio Holders

1886.1 Planning Committee

The following applications had been commented on after discussion on:

27<sup>th</sup> March 2012

12/00534/FULLS

Chedworth, Straight Mile

12/00683/FULLS  
12/00329/FULLS  
12/00633/FULLS

23 Straight Mile  
20 Beechwood Crescent  
Land to rear of Potters Heron

23<sup>rd</sup> April 2012

12/00707/FULLS  
12/00636/FULLS

Chedworth, Straight Mile  
The School House, Winchester Rd

4<sup>th</sup> May 2012

12/00915/FULLS

Potters Heron Hotel Winchester Rd

The application to build on the field at Morleys Lane had now been lodged with TVBC; Mr Clark had a set of the papers. The application would be determined by TVBC on or after 27<sup>th</sup> August. Having taken advice on how best to conduct the planning meeting and involve the public, it had been decided that there would be 2 meetings-the first to allow the public to express their views on the development and the second for the Planning Committee to make its decision. Any declarations of prejudicial interests would be made at the start of the meeting and the Councillor would leave and take no part in the proceedings.

1886.2 Public Transport & Highway Liaison (PT&HL)

Mr Clark reported that HCC were encouraging people in semi-rural communities to come up with local initiatives to deal with reducing public transport services. Hook PC was pursuing several local initiatives starting in July; Mr Clark would follow this up when the scheme was underway. Mr Clark continued to press HCC to undertake a more strategic review of public transport needs in these areas.

1886.3 Safer Neighbourhood-Local Action Group

Mr Stevens would consider when it would be opportune for the Rural Police Team to next attend a meeting of Council.

1886.4 Training

Mr Edwards reported that a training session on allotments had been very informative and that the setting-up and running of allotments were very challenging, and created complex legal issues, for local councils to deal with. A recent planning training event had been less valuable.

Mr Roads had attended the annual Local Council Advisory Service seminar on insurance risks and related issues. He thought it would be useful to include risk assessment in the July agenda.

Mr Clark had attended a workshop on the Parish Lengthsman Scheme of which 6 were currently running in Hampshire. The scheme might have some benefits for the parish. Papers were awaited from the workshop; the item would be included in the July agenda.

#### 1886.5 Village Hall Liaison

It was agreed that Miss Rothwell, as Council's representative on the Village Hall Management Committee, should attend a training event; the cost would be £10.

#### 1886.6 Finance Committee (para.1882) Ampfield Countryside Heritage Area Footpath Warden Hampshire Association of Local Councils School Liaison Test Valley Association of Parish Councils (TVAPC) Tree Wardens/Environment Website (para.1883)

There was nothing new to report.

#### 1887 Diamond Jubilee

It was noted that the Village Market, Ampfield School and St Mark's Church had made plans to celebrate the Diamond Jubilee in a variety of ways. Street parties were known to have been planned in Knapp Lane, Flexford Close and Hookwater Road. Notices advertising Jubilee celebrations organised by the White Horse Pub had been placed on notice boards and on the website.

#### 1888 Highway Matters

##### 1888.1 Speeding in Knapp Lane

Miss Rothwell would draft a note for Knapp Lane residents in due course.

#### 1889 Test Valley Borough Council (TVBC)

Mr Hatley was not in attendance.

Mt Hatley had intended to advise on an up-to-date budget figure for the holding of elections; this would be followed up at the next meeting.

Dates of meetings in 2012/2013

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

9th July 2012, 3rd September 2012, 12th November 2012, 14th January 2013 and 14th March 2013. It was proposed that the 2013 Parish Assembly would be fixed for either Monday 22<sup>nd</sup> or Monday 29<sup>th</sup> April; availability of the Village Hall would be established.

1890 Date of the Next Meeting

It was noted that the next meeting of the Council would be held on Monday, 9<sup>th</sup> July 2012 in the Village Hall, Ampfield starting at 7.00pm

1891 Closure

The meeting closed at 9.10pm.

**Chairman**.....

**Date**.....