

Minutes

The Minutes of a Meeting of Ampfield Parish Council held in the Village Hall, Ampfield on Monday, 14th January 2008 commencing at 7pm.

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

IN ATTENDANCE: Reverend Peter Gilks for item 1442

1436 Apologies for Absence

Apologies had been received from Mr. A. Clarke.

1437 Minutes

The Minutes of the Meeting held on Monday, 12th November 2007, having been circulated previously, were confirmed by the Meeting and signed by the Chairman.

1438 Matters Arising from the Minutes

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

1439 Public Participation

No members of the public were present.

1440 Casual Vacancy

A casual vacancy had occurred following the departure of Mrs Wendy Steed. Notices advertising the vacancy had been placed on Parish notice boards. No candidates had come forward by the due date. Council noted that activities had been carried out effectively without the full complement of members. Council agreed that the opportunity should be taken to start the process of reducing Council membership from 11 to 9 Councillors. This number would be more in keeping with the size of population in Ampfield Parish and would return Council to the situation that existed in the late 1990s. The Clerk would pursue the reduction in membership with the Electoral Services Manager at Test Valley Borough Council (TVBC).

1441 Recreation Ground

1441.1 Project Costs

Mr. Nanson had updated and issued the Project Costs details prior to the meeting. The costs of equipment installation in the Playground had been less than budgeted but this would be offset by the costs of signs. TVBC would be approached for the expected grant of 50% of total installation costs once all the bills had been paid. The remainder of the Devine Homes money would also be requested once all the bills for the Playground had been paid.

1441.2 Inspection rota

Councillors had been conducting weekly inspections of the Playground since early December. Mr Nanson had sought costs to outsource the work to TVBC. However, as a weekly inspection would cost £55 each time, Council agreed to continue the work in-house. The Clerk would draw up a rota of those Councillors who were able to conduct inspections and, for the time being, would issue reminders every Friday. The preferred day for inspection was a Sunday to deal with any issues which might have occurred over the weekend. It was thought helpful, at least in the early days, to conduct inspections with a “buddy”. Procedures would be reviewed in the light of experience. The Clerk would raise a purchase order to get a set of keys for each member on the rota. Each set would contain keys to the padlocks, portacabins and secure container.

TVBC had been asked to provide costings for the conduct of 6-monthly operational inspections. Mr Nanson had received a verbal quote of £50-£60 per inspection; Council agreed to accept this subject to written confirmation.

1441.3 Playground signs and emergency contact numbers

Signs giving visitors information about who can use the facilities and under what conditions were required as part of the installation. Mr Nanson had issued an invitation to tender to three companies and had received returns from two of them. Council considered the proposals and made a selection. Signs would be put on each of the three gates and a free-standing sign would be placed outside the perimeter on the north side of the Playground.

Council agreed to accept the quote from TVBC for emergency support and for the use of their emergency telephone number should an incident occur. The number would appear on the signs and would be available both during working hours and out of hours.

1441.4 Re-design of Entrance

Three invitations to tender had been issued and two responses had been returned. Council considered the proposals and selected a contractor to carry out the work. The projected costs were higher than anticipated. However, in view of the need to improve safety Council agreed to continue with the work. Efforts would be made to offset costs against grants. Mr Hatley would ask TVBC to look over the plans to help ensure maximum effectiveness before work began.

1441.5 Youth Development - football

Ampfield Cricket Club (ACC) had put forward a suggestion about setting up a youth football team. It was envisaged that the team would be affiliated to a particular league and would lease the Recreation Ground for play during the winter months. The Council agreed to the idea in principle; a detailed proposal from the Cricket Club was awaited.

1441.6 Rents due

Mr Nanson had advised ACC that the current year’s rent was £1400 and that next year’s rent would be £1450, subject to inflation. This was in accordance with the Lease. ACC had agreed to forward a cheque for the difference of £150 to the Clerk before the end of the financial year and to adjust the standing order for the forthcoming year.

1441.7 Rubbish in the Recreation Ground

It had been noted during a routine inspection of the Playground that there were a number of discarded mesh panels and bits of rubbish around the hedge area of the Recreation Ground. There was concern that this might pose a safety hazard. Mr Hatley agreed to arrange for delivery of a skip. Councillors would organise a small working party to remove the rubbish.

Mr Hatley advised that TVBC had agreed to supply a green wheelie bin for general rubbish; this would be emptied every other week and there would be no charge for the service. The Parks Department would provide a black & gold bin for inside the Playground which would be emptied weekly. A charge was expected for this service.

1442 Review of Maintenance Agreement & Code of Practice for the Burial Ground

The Chairman welcomed Reverend Gilks to the meeting. Both the Maintenance Agreement and the Code of Practice for the Burial Ground were due for review. Mr Roads and the Clerk had met with the Reverend Gilks and Mr Shankland from the Parochial Church Council prior to the meeting. Draft documents with suggested amendments and revisions were discussed in detail by Council. The Reverend Gilks agreed to continue to administer the Burial Ground in accordance with the revised Agreement and Code of Practice. The Clerk would amend the documents to reflect agreed changes and would write formally to the Reverend Gilks to confirm his continued administration of the Burial Ground.

1443 Asset Register

It was agreed that, in the absence of Mr Clark who was leading on the maintenance schedule for assets, the item would be deferred to the next meeting.

1444 Parish Notice Boards

New notice boards for Beechwood Crescent and Hookwood Lane had arrived and were being stored by Councillor Hatley pending installation. Council agreed to accept the quote of £100 excluding VAT from TVBC to install the boards. It was noted that the new board could fit onto the existing sturdy concrete posts at Beechwood Crescent. It was also noted that Councillor Hatley would arrange for the removal of the old board at Hookwood Lane once the installation date was known. The Clerk would advise TVBC of these arrangements.

1445 Financial Matters

1445.1 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)
County Locksmiths Security- padlocks & keys	170.86
Graham Roads - bulbs for Woodland	18.94
Panasonic Uk Ltd- hire of photocopier	61.37
Bryan Nanson - Mileage claim	24.40
Margaret Rothwell - Mileage claim	12.00
Allan Clark - items for Playground inspections	9.96
Doreen Matthews- admin expenses, computer consumables, fixed allowance	151.22
Itchen Valley Trees- work in Chapel Wood	3000.00

	£ (inc VAT)
Playground Services- installation of equipment	12195.33
Greenbarnes Ltd- 2 new notice boards	2035.49
Hampshire County Council- signs for Chapel Wood	520.52
Doreen Matthews - January salary	573.06
HM Revenue & Customs- January tax & NI	213.29
Doreen Matthews - February salary	467.86
HM Revenue & Customs- February tax & NI	183.33
Dial-a-Ride donation	<u>200.00</u>
	19837.63

<u>Payments made between meetings:</u>	£ (inc. VAT)
Zurich Insurance - secure container & playground equipment	214.05
Hampshire Association of Local Councils- Cllr Training	<u>20.00</u>
	234.05

Expenditure was expected to be higher than previous quarters as Council moved into the latter stages of the financial year and various projects came to a conclusion. However, costs were still within overall budget figures and no problems were envisaged.

1445.2 VAT

VAT refunds of £550 for the first 2 quarters had been received. Claims for the latter quarters would be higher as larger bills were processed.

1445.3 Ampfield Website

Requests for renewal would be made to three regular supporters whose annual sponsorships expired in January.

1445.4 Audit Commission

The year end accounts had been cleared by the Audit Commission in December and details of the annual return had been posted on notice boards. Information about how and where Parishioners could view the accounts had also been posted; no requests to view had been made to the Clerk.

1445.5 Purchase of a Speed Limit Reminder Sign

The Clerk had made a request for product information from a traffic management company used by Hampshire County Council. Details were awaited.

1445.6 Precept

As agreed by Council, the request for a precept of £38,127 for 2008/2009, which represented a less than 1% increase over the previous year, had been sent to TVBC in December 2007.

1446 Parish Plan- Action Plan

Mr Nanson would edit contributions from Councillors before distribution. It was still the intention to seek commitment from Test Valley Community Partnership to their assistance in activating the Plan.

1447 Quality Parish Status

The Chairman, Vice-Chairman and Clerk had attended a workshop run by Hampshire Association of Local Councils about the Quality Parish Scheme. The Chairman outlined the features of the scheme and the benefits which, amongst other things, included improved operational effectiveness and efficiency, and increased community engagement and involvement. It was thought likely that it would take about 2-3 years to reach the full required standard. Council agreed, in principle, to move towards seeking quality status.

The scheme required the Clerk to have particular qualifications and Mrs Matthews would attend a workshop in February to find out what was involved in training for the Certificate in Local Council Administration. The Chairman would prepare a paper outlining the various criteria within the scheme, some of which were discretionary, and would assess where these were currently being met and where more work was needed. It was agreed that quality status would be explored with Parishioners at the Parish Assembly which was fixed for Monday, 21st April 2008.

1448 General Correspondence

1448.1 HALC Circulars

Mail 113-07	Safer Young Drivers course
Mail 115-07	Parish Polls about the EU Treaty Referendum
Mail 117-07	Planning workshop for Councillors
Mail 125-07	Representing & Leading Communities seminar
Mail 119-07	Hampshire ALC website
Mail 122-07	Legionella in water
Mail 128-07	Clerks' Annual Forum
Mail 129-07	Partnership working & community engagement
Mail 131-07	Introduction to CiLCA for Clerks
Mail 132-07	Compiling CiLCA portfolios
Mail 133-07	Core skills training for Councillors

1448.2 Hampshire County Council Circulars

School Places Plan 2007 – approved paper version

1448.3 Other Correspondence

Letter to Mrs Steed – membership of Council
Letter from Braishfield Parish Council – confirmation of costs associated with speed sign

1449 Reports

1449.1 Planning Committee

The following applications had been commented on after discussion on:

29th November 2007

07/03076/FULLS	Redburn Farm Cottage, Green Pond Lane
07/03081/FULLS	Linden Cottage, Green Pond Lane
07/03092/FULLS	1 Green Pond Lane
07/03193/TPOS	58 Beechwood Close
07/03227/TPOS	Tall Trees, Potters Heron Lane

17th December 2007

07/03084/FULLS
07/03082/OUTS
07/03299/FULLS

Broadgate Farm
Broadgate Farm
Ampfield Golf Club

8th January 2008

07/03465/FULLS
07/03592/TREES

2 The Paddocks
169 Knapp Lane

1449.2 Finance Committee

There was nothing further to report that was not raised under other agenda headings.

1449.3 Footpath Warden

There was nothing new to report although the muddy state of the bottom of the bridle way at Wingham Lane continued to give cause for concern. The area was wet and very difficult to walk through for much of the year. The Clerk would discuss with the Footpath Warden how best to get the path improved.

1449.4 Test Valley Association of Parish Councils (TVAPC)

There had been no further meetings of the TVAPC and there was nothing new to report.

1449.5 Hampshire Association of Local Councils (HALC)

There was nothing new to report that had not been covered by correspondence and other agenda items.

1449.6 Public Transport & Highway Liaison (PT&HL)

Mr Hatley advised that great concern was being expressed by Parishioners about changes due in February to the "Red Rocket" bus which serviced the Valley Park/North Baddesley route. Mr Clark was finding out more details and would report back.

1449.7 Ampfield Countryside Heritage Area

There was nothing new to report.

1449.8 Campaign to Protect Rural England

Arrangements were in hand for the CPRE walk around the Parish on the morning of the 30th April 2008. Refreshments would be served in the church hall at St Mark's.

1449.9 Village Hall Liaison

The AGM would be held on 26th March 2008. Mr Hatley reported that the Pantomime had been a great success and had already been booked for the next couple of years. The next musical event at the Village Hall would be held on 1st March 2008.

1449.10 School Governors

Mr Butcher, who was expected to replace Mr Jones on Ampfield School Governing Board, had met with the Headmistress before Christmas. The first Governors' meeting of the new year would take place on Monday, 4th February 2008.

1449.11 Tree Wardens

There was nothing new to report.

1450 Highway Matters

1450.1. Speed Limits A3090

Council was pleased to note that proposals were being made to reduce the speed limit from 40 mph to 30 mph on a section of the A3090 which ran through the village. Details would soon be made available for public comment. There was initial disappointment that other sections of road in the Parish, which had been discussed with Mott Gifford the consultants working on the project, did not seem to be included. Mr Hatley had arranged with Councillor Perry for the other stretches of roads under discussion to be placed on the agenda at the next HATs Highway meeting in March. Councillor Dowden had been fully supportive of the speed limit changes and the proposals to broaden the number of roads affected.

1450.2 Pedestrian Refuges

Hampshire County Council had almost completed the redesign of the pedestrian refuge and its location. Plans had to pass a safety audit and then proposals would be discussed with the owners of Keats Restaurant whose access and carpark area would be affected by the changes.

1450.3 Safer Routes to School

Ampfield School Travel Plan had been submitted on time in October. Many of the traffic and road safety issues were well known to Council and were being pursued on a number of fronts. However, some of the rules had changed recently and the Travel Plan needed to be updated by February.

1450.4 Trucks in Pound Lane

Mr Hatley advised that officers from TVBC had had a look at the traffic signs in Pound Lane which were intended to alert truck drivers to vehicle restrictions. It had been agreed that the existing signs were not helpful and that new signs should contain both weight and height restrictions. This should help alleviate the problem of trucks getting stuck under the low railway bridges in Pound Lane and in Green Lane.

1450.5 Building Projects in Knapp Lane

There was no news about the outcome of any meeting between the owners and the Planning Department over the retrospective application for a new entrance.

Mr Butcher was awaiting a response from the Enforcement Officer about the alterations to the garage roof of a property which had not been on the approved plans.

1450.6 Condition of road in Chapel Hill

The Clerk had reported the pot-hole again to the Highways Department. Mr Roads advised that the road sign for Chapel Hill at the junction with Knapp Lane had been knocked over. The Clerk would report it to the Highways Department.

1451 Test Valley Borough Council

Mr Hatley reported that agreement had been reached about the contents of the Core Strategy Preferred Options Paper. It was confirmed that unless Parish Councils subsequently identified local housing needs no new housing development would be allocated. Ampfield and its immediate surroundings had not been significantly affected. The number of houses in the Abbotswood development had already been decided. The Abbotswood Consortium had agreed to look at the Jermyns Lane junction with the A3090 as this area was thought to be a hazard. There was no intention to build a new primary school at Abbotswood; this meant that Abbey and Ampfield Schools would not be adversely affected.

1451.1 Correspondence

Local Development Framework Core Strategy
Summary statement of accounts 2006/2007
Ampfield Parish Council vacancy- advice from Returning Officer
Notice of Casual Vacancy for notice boards

1452 Chapel Wood

1452.1 Friends of Chapel Wood

The Working Party had met twice in the last few months. On the 28th December effort had been directed at clearing the pond and tidying up the surrounding area. On 12th January the Working Party had coppiced some of the Holly and this had let in more light and air to the Hazel plantation. This work would continue until June.

1452.2 Work in the Woodland

Itchen Valley Trees had prepared and costed a list of work for the new year. Renewal of the felling licence would not be needed. The new signs for the Woodland and the pond had arrived. Council was happy with the design and materials. Mr Roads would arrange for installation.

1452.3 Burial Ground

Mr Roads would arrange a walk around the Woodland and the Burial Ground to acquaint the Reverend Peter Gilks with the lay-out and with the plans for maintenance and development. A Parishioner had kindly donated a bench in the Burial Ground to commemorate the death of a family member. The bench was a welcome addition to the Burial Ground and the Chairman would write to the family and thank them for their gift. It was agreed that wooden seats and benches within the Woodland and the Burial Ground areas would be left to weather naturally and that no preservatives or stains would be applied. Keeping the benches clean and the vegetation under control would still be carried out at regular intervals. The Clerk and the Reverend Gilks were sorting out payments due for burials, cremations and memorials in the Burial Ground.

1453 Emergency Planning

An item seeking volunteers to support the Community Emergency Plan had been placed in the Ampfield Messenger in December but no responses had been received. Mr Roads requested comments from Councillors on the Risk Assessment Section which had previously been circulated. Mr Roads would then finalise the document and, following agreement, send it to TVBC for comment and advice on how best to take forward the Plan. Council noted that, as a minimum, emergency packs including blankets, torches etc could be assembled and stored in the Village Hall or in St Mark's. It was also noted that Neighbourhood Watch Groups already had a network of contacts in place and could be approached to assist.

1454 Date of Next Meeting

It was noted that the next meeting of the Council would be held on Monday, 10th March 2008 in the Village Hall, Ampfield commencing at 7.00pm.

1455 Closure

The meeting closed at 10.20 pm.

Chairman.....

Date.....