

Minutes

The Minutes of the Meeting of Ampfield Parish Council held in the Village Hall, Ampfield on Monday, 11th June 2018 commencing at 7pm.

PRESENT: Bryan Nanson (Chairman) - Presiding
Pete Edwards, Graham Roads, Margaret Rothwell, David Stevens and Julie Trotter

2732 Attendance and Apologies for Absence

Apologies had been received from Allan Clark, Julian Jones and Martin Hatley.

2733 Minutes

The Minutes of the meeting held on Monday, 14th May 2018, having been circulated previously, were confirmed by the Meeting and signed by the Chairman.

2734 Matters Arising from the Minutes

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

2735 Declarations of Interest

Julie Trotter declared a personal interest in Morleys Green, and also in the Village Hall, as she was a Trustee and Member of the Committee. Margaret Rothwell declared an interest as a representative and Trustee on the Village Hall Committee.

2736 Public Participation

No members of the public were present.

2737 Finance matters

2737.1 Accounts for payment, receipts and anticipated expenditure

It was proposed by Graham Roads and seconded by Margaret Rothwell that the following accounts be paid:

Cheques to be signed	£ inc VAT
Play Inspection Company- annual playground inspection	78.00
HALC & NALC affiliation fees & levy	455.00
D Matthews – May salary	581.68
HMRC May payments	161.96
Fair Account – Paul Reynolds – internal audit 1-3/18 + year end	135.00

TVBC Building Control fee septic tank pavilion – Cllr Nanson	526.31
Allen Build & Development – supply & fit items for pavilion	962.40
BIGDUG Ltd – pavilion racking – Cllr Clark	247.20
HALC HR Consultancy service fee 2018-19	180.00
Mike Shepherd – digger & operator – allotments & Chapel Wood	550.00
Office Expenses – 13 March to 10 June 2018 – D Matthews	60.65
VDS sundries – Cllr Roads	<u>12.20</u>
	<u>3,950.40</u>

Payments made between meetings

Calor Gas – April to June standing charge – pavilion D/D	17.99
Eon pavilion electricity due 31 May D/D	17.65
NEST pension payments May 2018 D/D	<u>22.96</u>
	<u>58.60</u>

Council confirmed and approved the cheques and payments made between meetings. TSB bank had still not been able to publish formal bank statements following their software problems. They had been promised in the next few weeks after which a current bank reconciliation could be issued to Council. The invoice from RMG about APC's contribution to the sewerage plant at Morleys had still not been corrected and no payment had been made. Receipts for the month of May had been modest with the majority coming from the Burial Ground. At the end of May the TSB bank accounts stood at £88,123.16 (unverified). The Nationwide and HSBC accounts, which were intended for the maintenance of open spaces at Morleys, stood at £ 66,805.04.

2737.2 Year end accounts

The year-end accounts and the Annual Return had been completed and circulated to Council, 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 2017/2018 on 21 May 2018. There were no accounting matters which had to be brought to Council's attention. His signed report, which was part of the Annual Governance and Accountability Return, was noted by Council. The Clerk then presented and explained the 2017/2018 Accounts. It was noted that the large difference in payments from the previous year was due to the construction and fitting costs of the new pavilion which dominated the accounts throughout the year. The lease on the copier/printer had expired and a small desk top printer had been purchased as a replacement. It was noted that the pavilion would show as a value of £1 in the accounts in keeping with other community assets. It was proposed and agreed that the accounts be signed by the Chairman and the RFO.

2737.3 Annual Governance and Accountability Return – governance statement

The Chairman then presented and explained the Annual Governance Statement for 2017/18 which was due to be with the external auditor by 25th June 2018. Council

discussed and agreed all the responses in the Annual Governance Statement in Section 1. The Chairman and the RFO were authorized to sign Section 1.

2737.4 Annual Governance and Accountability Return – accounting statements

Council then discussed and agreed all the figures in the accounting statements in Section 2. The Chairman and the RFO were authorized to sign Section 2. Notice of the forthcoming external audit would be posted on notice boards on 30th June 2018. This would advise 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 2nd July to 10 August 2018.

2737.5 Annual inspection of playground

The annual inspection of the playground had been done by the Playground Inspection Company on 21st May 2018. The observations made were a mixed bag ranging from the height of the rope swing to the cracked and rotting timbers in the fence. Council noted that the issues raised were either of low or very low risk. Repairs to the fence and minor adjustments to the gates would be done shortly. No major changes would be made as the intention was to dismantle the playground and re-establish it, with changes to the equipment, on the site of the old pavilion.

2737.6 Review of salary

The Clerk withdrew while Council discussed salary rates. The Clerk was assigned to the National Scale point SCP 25. Council agreed to apply the national agreement of 2% uplift in scales w.e.f. 1st April 2018. Council also agreed to apply an incremental advance to SCP 26. Based upon pro-rata hours of 15/37 this would give a salary of £806.29 per calendar month – an increase of £40.79.

2737.7 Award of contract at allotments

Council confirmed its earlier decision by email to accept the quote of £585 from Mike Shepherd to install standpipes at 2 points at the allotments with associated works. This was expected to start within the next 2 weeks.

2738 Pavilion and related projects

2738.1 Sewerage Project

Planning approval had been given to the septic tank installation. A start date had been sought from the contractors. S106 monies of £7,670 had been confirmed by TVBC. A Community Asset Fund grant was not available.

2738.2 Financial & implementation matters

Additional racking had been installed in the pavilion. There were a few teething problems but generally the use of the pavilion by the Cricket Club had gone well. Council agreed the proposals for the letting out of the pavilion which had been circulated prior to the meeting.

2739 Morleys Green – proposal for bridge over Village Green

A revised proposal had been received for the construction of a small bridge over the drainage ditch at Morleys Green. This would now be a community project whereby labour would be provided free. Council agreed the revised proposals and to pay for the materials at approx. £500.

2740 Test Valley Governance Review

Ampfield Parish Council's responses to proposals arising from the Governance Review had been circulated prior to the meeting. Comments had to be with Test Valley Borough Council by 6th July 2018. Council reviewed the background to the proposal to set the number of councillors at 9 and confirmed the decision. It was also confirmed that no recommendation would be made in respect of Emmer Farm, North Baddesley. APC agreed the recommendation that its boundary be extended to include the remaining section of the Straight Mile, on transfer from Romsey Extra, and that the properties in the eastern section of Jermyns Lane also be transferred from Romsey Extra. Supporting comments from residents at the eastern end of Jermyns Lane were expected.

2741 Highways – traffic calming

A paper listing the proposals from TVBC, for traffic calming measures on a section of the A3090, had been circulated with maps prior to the meeting. Unfortunately, there was as yet no artist's impression of the proposals. The proposals included village gateway features, changes to carriage widths, pinch points and dropped kerbs. It would be funded by S106 monies from the Morleys development. It was expected that public consultation would be extensive. It was agreed that Pete Edwards take forward the proposals to consultation stage. It was noted that these proposals were not linked to the parking issues at the bottom of Knapp Lane. Discussions were still taking place with Hursley and HCC about the speed limits through Ratlake.

2742 Date of next meeting

The next meeting of the Council would be held on Monday, 9th July 2018 starting at 7.00pm in the Village Hall, Ampfield. The next meeting of the Planning Committee would be held on Monday, 25th June 2018.

2743 Closure

The meeting closed at 8.30pm.

Chairman.....

Date.....