

Minutes

The Minutes of the Meeting of Ampfield Parish Council held in the Village Hall, Ampfield on Monday, 8th February 2016 commencing at 7pm.

PRESENT: Bryan Nanson (Chairman)
Allan Clark, Pete Edwards, Martin Hatley (from para 2349), Julian Jones, Graham Roads, David Stevens and Julie Trotter

2344 Attendance and Apologies for Absence

Council noted and approved Miss Rothwell's absence.

2345 Minutes

The minutes of the meeting held on Monday, 11th January 2016, having been circulated previously, were confirmed by the meeting and signed by the Chairman.

2346 Matters Arising from the Minutes

Allan Clark, Graham Roads and Julie Trotter had met to consider how best to take forward revisions to the Village Design Statement (VDS). It was proposed that a working party of up to 7 members be formed with the chairman being appointed by Ampfield Parish Council (APC). It was intended to seek the advice of Test Valley Borough Council (TVBC) and invite other members of the community to contribute. It was agreed that Graham Roads would put forward proposals and terms of reference.

2347 Declarations of Interest

Julie Trotter declared a personal interest in agenda item 10 the Morleys Development. There were no other declarations of pecuniary, or personal, interests.

2348 Public Participation

Jenny Robinson and Janet Fox were in attendance for agenda item Policy for Dogs in Open Spaces (para 2349). The Chairman explained that members of the public were able to speak and address Council for up to 20 minutes. It was agreed

that that item would be taken next. The Chairman suspended the meeting at 7.10pm and invited Jenny Robinson and Janet Fox to speak.

2349 Policy for Dogs in Open Spaces

It was often hard to find suitable and safe places to walk a dog especially in winter; there were no lights and the woods were dark. It was noted that the new village green at Morleys would allow dogs but the request was that the Recreation Ground be open to dogs outside of the cricket season. It was thought this would encourage people to walk to the Recreation Ground and not drive long distances, and to make better use of the playground. Those walking dogs could monitor usage and ensure the area was kept clean. It was pointed out that mobile phones were not usable in the woods as there was often no signal; it would be helpful to have a more central and safer place to walk.

Graham Roads had circulated a paper prior to the meeting outlining the advantages and disadvantages of allowing dog walkers limited access to the Recreation Ground in the off-season. This set out some “non-negotiable” aspects including the need to keep dogs on leads, the need for owners to clean up after their dogs, clearly signed bins for waste and no dogs allowed in the playground. It was noted that other areas allowed dogs to run free; not all owners were capable of exercising with their dogs. The overriding concern remained dog waste left behind by irresponsible owners. Jenny Robinson offered to organise a clean-up before the start of the season. Martin Hatley suggested that there could be a trial over the winter. It was noted that waste could be put into the normal bins; TVBC would empty them.

The meeting resumed at 7.25pm. Graham Roads went through the key elements of his paper. Martin Hatley believed that people were more responsible in an area like the Recreation Ground than they might be in a woodland and supported the view that the dogs should be allowed off the lead. After much discussion it was agreed unanimously to allow dogs onto the Recreation Ground in the closed season for a trial period over the next winter. It was confirmed 5:3 that dogs must be on leads. Members would advise the Cricket Club. It was already accepted that dog walkers would be allowed onto the new Village Green at Morleys. There was some concern that there were no fences around the Green and that nearby gardens were open plan; dogs could run onto them. After discussion it was agreed 5:3 that dogs would be allowed off the lead but again this would be a trial. Any issues would be taken up with the Morleys Management Committee. It was agreed that signs would have to go up and, if necessary, bins acquired and labelled. There would be no change to the policy of having dogs on leads in Chapel Wood.

2350 Allotments – allocations and documentation

Council agreed the documents to be issued to allotment holders.

The builders had put a central path through the allotments. A contractor was now on site laying paths from the central one to the individual plots; this was not a straightforward process due to the curved nature of the central path and of the allotment site itself. Individual plots would vary in size. There were 15 plots: 24 applications had been received by the due date of 31st January 2016. A draw had been designed to allocate names to plots and then to place in order those on the waiting list. Jenny Fox helped councillors draw out the names and numbers.

Once the draw had taken place it was agreed that the Clerk would write to all concerned. Successful applicants would be sent a letter explaining procedures, a formal agreement to sign, a diagram of the plots and their numbers, and full details of the allotment regulations. Unsuccessful candidates would be advised about the waiting list.

Allan Clark would pursue with the builders the painting of the floors in the 2 allotment buildings and the provision of hand dryers. In the meantime Martin Hatley would organise the provision of 2 lots of paper towels and 2 soap dispensers. More keys to the buildings were needed but this was proving a slow process as specific authority was needed by County Locksmiths before copies could be made. Allan Clark would also pursue this with Acheson. Members were pleased to note that Robert Hillier had agreed to “open” the allotments in April. It was also noted that Mrs Terrey would soon start to clean the allotment buildings on a weekly basis.

(**Afternote:** in determining where best to position the paths the contractor devised a plan which created a 16th Plot. This was allocated to the first person on the waiting list straightaway.)

2351 Finance Matters

2351.1 Accounts for payment

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
P Reynolds internal audit	375.00
The Conservation Volunteers - subs renewal	38.00
Konica Minolta -copier hire 24/1 - 23/04/2016	128.88
Redington- installation electrical supply and defibrillator at Village Hall	126.00
Advert in Messenger	15.00
Konica Minolta -copies made 24/10/2015 - 23/01/2016	13.31
D Matthews- February 2016 Salary	581.93

HM Revenue & Customs- February 2016 payment	<u>152.48</u>
	<u>1,430.60</u>

Payments made between meetings

Godwins CHAPS transfer Village Hall purchase	18,241.00
CHAP transfer fee	30.00
Crawley PC - Green Otter Waste – Lengthsman	<u>25.00</u>
	<u>18,296.00</u>

Council confirmed the subscription renewal to The Conservation Volunteers and continuation of the advert in the Messenger.

2351.2 Receipts and anticipated payments

Council confirmed the payments made between meetings. Receipts for January had been negligible consisting only of bank interest. The bank accounts at 7th February had stood at £33,976.63 of which £14,418.00 was in named reserves. The significant reduction in reserves over the previous month was due to the purchase of the Village Hall. Council noted the bank reconciliation for January 2016. Budget & actual expenditure figures to end January had not changed much since December and variances had been as expected. The exception to this had been the purchase of the Village Hall which had significantly changed the expenditure profile.

2351.3 Allotment Path Contract

Council formalised its approval of the award of the contract for laying out the allotment paths to Tab Landscapes. This followed a procurement exercise which issued an Invitation to Tender to 3 contractors. Work was already underway.

2351.4 Village Hall purchase

The purchase of the Village Hall by Ampfield Parish Council (APC), on behalf of the community, was complete. Bryan Nanson had circulated a paper outlining the current situation with regard to a possible grant from TVBC towards the purchase cost and its dependency on a valuation based on the granting of vacant possession by the Village Hall Management Committee (VHMC). Martin Hatley had been investigating the minimum period that would be acceptable to TVBC in relation to a break in the lease. The VHMC had a number of requests for improvements in the provisions of any new lease. The Lessor's right to an amount of free usage of the premises each year remained a potential contentious point. The right had not yet been invoked by APC. Both APC and the VHMC continued to seek a mutually satisfactory solution.

2351.5 Laptop software

When Council's PC was down recently, and in for repair, the lack of Outlook on the laptop had been disruptive. Outlook had come with the original software package but that had ended a few years back when the 6-month trial period had expired. Council approved the purchase of the software which was unlikely to cost more than £70. Various outlets would be examined for best value.

2352 Parish Assembly & Newsletter

Pete Edwards had circulated a short paper prior to the meeting proposing a plan and timetable for the format and production of the Annual Report. Colour printing would be used for parts of the Report and photographs and graphics used to brighten up the look and feel of the content. The Report artwork would be edited in house and sent to a professional print house for production. Council approved the timetable and plan. It was also agreed that Julie Trotter would produce an article about the Café as well as the Ampfield Market.

2353 Morleys Development

2353.1 Lease

The Chairman and the Clerk had signed the lease for the new carpark, at the side of the Village Hall, on behalf of Council. A hard copy was awaited from Perbury. The lease for the green spaces would be signed when everything was in a fit state to be handed over. The grass on the Village Green was growing but there were still areas where building continued, and where containers and materials were stored. Bryan Nanson had met with TVBC ground maintenance staff to look at Morleys Green with a view to including it in the existing contract. An estimate was awaited. TVBC would not, however, include the new grass strip at the side of the Village Hall as it appeared full of stones and was too close to large areas of glass. Another solution would have to be found. Martin Hatley expressed concerns about the drainage in and around the carpark area; recent downpours had caused problems. A possible solution was the digging of a ditch to take the water around the carpark area. The tarmac area was not insured. It was agreed that permission would be sought to put up some "No HGVs" signs.

2353.2 Insurance

Public Liability insurance had been arranged for the carpark area at the side of the Village Hall and for the green spaces and allotments on Morleys Green. Insurance cover had been arranged for the 2 allotment buildings as it was expected they would be used in the next few weeks. Council agreed the quote of £32.93 to insure the buildings for property damage for the remainder of the year with immediate effect.

2353.3 Funding

It was understood that Perbury intended to pay over the S106 monies by the end of the financial year. It was agreed that supplies for the allotments toilet building should be ordered through Martin Hatley from County Supplies. In accordance with the provisions of the recently agreed finance strategy, 2 new bank accounts would be opened to hold the S106 monies due. Some research had been done; Nationwide and HSBC had proved to be the most helpful and the most suitable institutions to fit in with our control and access requirements. Members agreed that the Chairman and the Clerk should take this forward and open accounts. TSB, Council's current banker, had yet again sent a letter implying that APC was not eligible under the Financial Services Compensation Scheme (FSCS) to protection of up to £75,000 invested. This was despite numerous attempts to confirm this last year and finally getting assurance from the FSCS. The Chairman had written to TSB's Head of Business banking.

2354 Queen's Birthday

Various communications had alerted Council to the "Clean for the Queen" campaign which aimed to involve communities in cleaning up their areas in time for the Queen's 90th Birthday on 21st April 2016. TVBC would support any group wanting to pick litter with Hi-vis jackets, litter pickers and waste bags. Pete Edwards advised that the Lengthsman had filled about 10 sacks of rubbish from the area of St Mark's Church round to Hook Road. It was not known how much interest there would be in such an activity. Some members thought that it was unlikely to happen unless councillors took the lead in getting together and running groups across the parish. Graham Roads agreed to write a notice about the campaign and invite interest. It was decided that APC would not run a campaign but that individual councillors could organise their own areas if they wished.

(**Afternote:** following some interest expressed by parishioners APC put out notices about the event and organised equipment and routes.)

2355 Date of next meeting

The next meeting of Ampfield Parish Council would be held on Monday, 14th March 2016 at 7pm in the Village Hall, Ampfield.

2356 Closure

The meeting closed at 9.05pm.

Chairman.....

Date.....