

Minutes

The Minutes of the Meeting of Ampfield Parish Council held in the Village Hall, Ampfield on Monday, 6th June 2016 commencing at 7pm.

PRESENT: Bryan Nanson (Chairman)
Allan Clark, Pete Edwards, Martin Hatley, Julian Jones and
Julie Trotter

2406 Attendance and Apologies for Absence

Apologies for absence had been received from Graham Roads and David Stevens. Council noted and approved Miss Rothwell's continued absence.

2407 Minutes

The minutes of the meeting held on Monday, 9th May 2016, having been circulated previously, were confirmed by the meeting and signed by the Chairman.

2408 Matters Arising from the Minutes

The drainage problems on the verges at Ratlake, which had been reported at the Parish Assembly in April, had been taken forward by Cllr Dowden and a parishioner. Hampshire County Council (HCC) had acknowledged that the ditches were their responsibility and a program of work was to be put in place in the coming year.

Also raised at the Parish Assembly had been the need for more bins in which people could put dog mess. Allan Clark and Martin Hatley were authorised to decide upon the locations for 3 such bins and take the matter forward. Martin Hatley reported that a number of road signs around the parish had been replaced in the previous weeks.

2409 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 Management Committee.

Each member present was asked to state whether or not there had been any changes to their Declarations of Interests forms signed the previous year. The following members confirmed no change:

Allan Clark
 Peter Edwards
 Martin Hatley
 Julian Jones
 Bryan Nanson

Julie Trotter had already advised Test Valley Borough Council of a change to her circumstances earlier in the year. The Clerk would speak to Cllrs Graham Roads and David Stevens on their return.

2410 Public Participation

No members of the public were present.

2411 Finance Matters

2411.1 Accounts for payment, income and anticipated expenditure

It was proposed by Julian Jones, and seconded by Martin Hatley, that the following accounts be paid:

Cheques to be signed at meeting	£ inc VAT
Geoff Phelps - repair & maintenance work playground	178.41
Notice Board & plot number signs for allotments - Cllr Julian Jones	84.00
Internal audit - year-end accounts - Paul Reynolds	125.00
Ashley Barnard - maintenance & hosting of website	99.00
D Matthews May salary	552.88
May payments to HMRC	152.49
Nothe Gas & Electrical - supply & install dryers in allotment buildings	384.00
Supply of numbers for compost bins on the allotments - Cllr Clark	<u>15.45</u>
	<u>1591.23</u>
 Payments made between meetings	
Evergreener 16 compost bins for allotments	244.76
Mr Stickland - refund of allotment key less compost bin	9.50
Ms. Robinson - refund of allotment key	<u>25.00</u>
	<u>279.26</u>

Council noted and approved the cheques signed between meetings. Martin Hatley advised that, on Council's behalf, he had paid the monies owed to the Royal British Legion for the poppy wreath and to Haywood Office Services for the new storage cabinet. The Clerk would arrange for re-imburement. The invoice for the

work done in replacing the door to the portakabin had also been received. The toilet roll holder and the 2 soap dispensers for the allotment buildings would be fixed shortly.

Receipts for May were £12,338.95, the majority of which was the S106 Developer Fund payment of £10,967.13 for the purchase and maintenance of a new Speed Limit Reminder sign. In addition, Council was grateful to the Perbury Group for the £1,000 donation for the purchase of 3 teak benches for the Village Green at Morleys. The bank accounts at 6th June stood at £47,393.44 of which £18,418 was in named reserves. Council noted the bank reconciliation for May 2016 which was provisional, being based on telephone bank data; the usual statements had not been available due to the May bank holiday. Council noted the number of items being purchased for the allotments. It had been expected that the outlay would be fairly high in the early stages, as the activity got underway, but that this would stabilise as the plots matured.

2411.2 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 2015/2016. 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 2015/2016 Accounts. It was proposed and agreed that the accounts be signed by the Chairman and the RFO.

2411.3 Annual Return - governance statement

The Clerk then presented and explained the Annual Return which was due to be with the external auditor by 27 June 2016. 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.

2411.4 Annual Return – accounting statements

Council then discussed and agreed all the responses 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 24th June 2016. 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 24 June to 4 August 2016.

2411.5 S106 situation report

Spreadsheets, showing the current situation with the amounts of S106 Developer Funds received and outstanding, had been circulated prior to the meeting. Council discussed the formula used to determine amounts to be allocated to the various categories and the amounts of money that might be available to the parish. It was noted that the £30, 000+ set aside for railings near the School could be re-allocated to another project, with the agreement of both the developer and Test Valley Borough Council (TVBC). Council agreed that this should be pursued. Graham Roads had circulated a paper making proposals to build a dipping platform in Chapel Wood, supported with S106 monies. Council approved the scheme.

2411.6 Implementation of 2016 - 2017 National Salary Award

The Clerk withdrew whilst Council discussed the proposed pay increase for 2016 and 2017 agreed by the National Joint Council for Local Government Services. Council agreed to adopt the new pay scales which would mean an annual increase of £88 in 2016.

2412 Public Open Space Template 2016

TVBC had requested that parishes update their lists of specific works or projects under consideration in public open spaces. The deadline for submission was 8th June 2016. A list of such activities had been circulated prior to the meeting. Councillors were reminded that under the Community Infrastructure Levy 15% of monies due from development would go to the parish and, unlike under S106 provisions, the money could be used for maintenance. Various requirements were raised including alarm system, replacement heaters, enhanced Wi-Fi system, improved annex acoustics and signage for the Village Hall. Also raised were consideration of astro-turf where the pre-school children play and on the patio area at the Hall, new planting when the old map board was removed and “grass-crete” strip for occasional parking along the edge of the Village Green. The Clerk and Chairman would submit the revised document to TVBC. Martin Hatley would complete a similar Community Facility Questionnaire to cover the Village Hall.

2413 Village Hall - progress

Allan Clark and Bryan Nanson had met with members of the Village Hall Management Committee on 7th April to determine a way forward on Hall hire and related matters. A draft position paper had been sent by Ampfield Parish Council on 20th April 2016 and a reply was awaited. It was noted that TVBC was still minded to award Ampfield Parish Council a grant towards the purchase of the freehold of the Village Hall. It was thought impractical to expect users of the Hall's Wi-Fi to switch it off when not in use.

2414 Chapel Wood

Council confirmed the authorization of the burial in Ampfield Burial Ground of Mr Paice who had had a strong connection to the parish.

2415 Morleys Management

2415.1 Lease- interim maintenance proposals

Council had already accepted that it would take on responsibility for the maintenance of the green spaces on Morleys Green. Council authorized the Chairman and the Clerk to sign the lease which would cover these responsibilities. It was expected that the lease would be signed at the end of June or beginning of July.

2415.2 Allotments

A meeting of allotment holders had been arranged for 27th June at which a number of topics would be covered including the identification of a chairman and committee to help run the allotments. An allotment holder had given up their plot as they had not been able to maintain it adequately. The contractor who did maintenance work in the parish on an ad hoc basis had strimmed the weeds on the plot and then sprayed them. The Clerk would offer the plot to the next person on the waiting list. It was agreed that the rental for the plot would be from 1st July at £45 for the rest of the year. Council agreed to the continued use of Mr Phelps for odd jobs around the parish.

2415.3 Installation of benches

The 3 benches donated by the Perbury Group had been installed at various places on the Village Green. The manufacturers had provided information about suitable treatments to preserve the life of the wood. It was agreed that the benches should be treated and that Allan Clark would take the matter forward.

2415.4 Car park signs

It was agreed that the Chairman would take forward the design and costing of suitable signs for the Village Hall car park to deter unwanted vehicles. The fitting of a gate across Morleys Lane, beyond the Village Hall, by Hillier Nurseries had caused problems on market day as stall holders had not been able to park on the grass verges as usual. Martin Hatley would discuss the situation with Hillier to see if the gate could be unlocked on market days. Failing that consideration would be given to allowing stall-holder vehicles to be parked along the grass inside the Morleys boundary fence.

2416 Date of Next Meeting

The next meeting of the Parish Council would be held on Monday 11th July 2016 starting at 7pm in the Village Hall, Ampfield.

2417 Closure

The meeting closed at 8.30pm.

Chairman.....

Date.....