

Minutes

Meeting of Ampfield Parish Council : Monday 13 February 2023

Held at Ampfield Village Hall, 7:00pm to 8:35pm

Present

Members of Ampfield Parish Council:

Chairman Bryan Nanson
 Vice Chairman Graham Roads
 Cllr Julian Jones
 Cllr Chris Ling
 Cllr Julie Trotter

Others

Kate Orange, Clerk/RFO
 3 members of the public, until 7:35pm

Apologies

3886. Apologies were received from Cllr Kate McCallum, and Cllr Martin Hatley, who had other commitments.

Previous Meeting

3887. The Minutes of the Meeting of Meeting of Monday 09 January and Monday 30 January 2023 were agreed and copies were signed by the Chairman.

Declarations of Interest in Business on the Agenda for the Meeting

3888. Cllr Ling declared that, depending on how the discussion progressed, he may have a personal interest in the business on the agenda concerning the burial ground.
3889. Vice Chairman Graham Roads declared that he had taken up the role of Secretary of the Friends of St Mark's.

Public Participation

3890. The Meeting was adjourned at 7:03pm for public participation.
3891. A resident had written expressing some concerns and ideas about the landscaping in Chapel Wood. The main concern was whether some of the value of the woods would be lost if they were over-publicised; and there were some points to clarify about the proposed landscaping itself.
- Vice Chairman Graham Roads informed her that he had drafted a response and would send it. If there were any further concerns, then she was welcome to return; and he noted that the woods are public for everyone to enjoy.
3892. Two members of public made representations on the planning application reference 23/00156/FULLS at 9 Hook Water Road. They had lodged an objection with Test Valley Borough Council because of the wall proposed to be built in front of their kitchen window, which they believed was contrary to the "45 degree rule", there would be loss of light in their property, and overshadowing; the proposed development was over-bearing.
- Chairman Bryan Nanson noted that the Council would be making a comment following the Meeting, which had equal weight to any comment made by members of the public. He described the process used by Ampfield Parish Council when deciding its comments: was the site able to accommodate the proposal; what would be the effect on the neighbours; and whether it was over-development.
3893. The Meeting was re-convened at 7:10pm.

Comments on Planning Applications

3894. *Current planning applications were considered and the comments for Test Valley Borough Council were agreed.*

- a. *23/00098/FULLS; Erect single storey front extension; 28 Hocombe Wood Road Chandlers Ford Hampshire SO53 5PP. Proposed comment "No objection".*
- b. *23/00156/FULLS; Two storey side extension, single storey rear extension, enlarge and upgrade 2 dormers; 9 Hook Water Road Chandlers Ford Hampshire SO53 5PQ. It was proposed to submit a comment:*
 - *"The front elevation as proposed drawing does not show the proposed side extensions. This gives an inaccurate impression of the proposed development.*
 - *We request that the planning officer reviews (takes into account) whether the proposal fails the 45 degree test of overshadowing of the neighbouring property.*
 - *We would expect that the proposed en-suite has obscure glass, and this is a condition of the permission (if given).*
 - *We request that the officer takes into account the concerns expressed by Mr & Mrs Barrett in their objection, about proximity and overbearing."*

RESOLVED

Financial Matters

3895. *The Council received the bank reconciliation to the end of January 2023.*

RESOLVED

3896. *The Council received the calculation of working capital to the end of January 2023.*

RESOLVED

3897. *It was agreed that the following payments should be made:*

	<u>Details</u>	<u>Amount, £</u>
	<i>Internal audit to end Q3</i>	<i>485.00</i>
	<i>Repair fence, Chapel Wood</i>	<i>235.20</i>
	<i>Grounds maintenance Morleys Green</i>	<i>1222.80</i>
	<i>VAS Management</i>	<i>258.90</i>
	<i>SLCC books</i>	<i>174.40</i>
	<i>Refund of expenses (inc reclaimed tiles, burial ground)</i>	<i>205.20</i>
	<i>Staff costs</i>	<i>826.19</i>
	<i>Total (including VAT)</i>	<i>£3,407.69</i>

RESOLVED

3898. *It was noted that the following payments had been made between Meetings:*

	<u>Details</u>	<u>Amount, £</u>
	Winchester Diocesan Registry (re Burial Ground	317.00
	TVBC grounds maintenance instalments	300.87
	Electricity	187.53
	Staff costs	60.08
	Total	£ 865.48

RESOLVED

3899. *It was noted that the Council had received the following income:*

	<u>Details</u>	<u>Amount, £</u>
	Interest	52.62
	HMRC (VAT refund)	2626.56
	Total (including VAT)	£2,679.18

RESOLVED

3900. *The Council received the report of expenditure against budget to the end of January 2023.*

RESOLVED

3901. *The Council received the report on the Q3 internal audit for the year ending 31 March 2023.*

RESOLVED

3902. *The Council received the report of expenditure against budget to the end of January 2023.*

RESOLVED

Chapel Wood Burial Ground

3903. *It was proposed that the Clerk would write to the PCC and vicar of St Mark's to request the outstanding documentation related to the management of the burial ground.*

RESOLVED

3904. *It was proposed to appoint Kate Orange, Clerk/RFO, as the Burial Authority named officer.*

RESOLVED

3905. *It was proposed to notify local funeral directors and other relevant local organisations that the Council, as the burial authority, was now managing the burial ground, and were the body to contact for arranging burials and for permission to install memorial stones.*

RESOLVED

3906. *It was proposed to authorise the Clerk, in consultation with the Chairman, to manage issues arising from the mistakes made with recent interments.*

RESOLVED

3907. *It was proposed to install a sign stating the Burial Ground is a local authority burial ground, owned and managed by Ampfield Parish Council on behalf of the community.*

RESOLVED

3908. *It was proposed to establish and mark out the extent of burial ground consecrated and non-consecrated areas and make ready for use.*

RESOLVED

3909. *It was proposed to ensure the burial plan was up to date and accurate.*

RESOLVED

3910. *It was proposed to establish a working party to take forward and develop proposals for Council to consider. Initial members of the group would be Cllrs Ling, Nanson and Roads, with the Clerk. It would research and advise the Council on the following:*
- *Design forms for applying for and authorising burial matters;*
 - *Review and replace other documentation;*
 - *Update website to direct enquiries to APC;*
 - *Must establish a Register;*
 - *Review admissions policy;*
 - *Review reservations policy, including the exclusive right to burial instead of reservations;*
 - *Establish a charges policy;*
 - *Review headstones and tablets policy;*
 - *Review GDPR procedures;*
 - *other related matters.*

RESOLVED

3911. *It was noted that the burial ground page of Ampfield Parish Council's website had been updated to reflect the recent change in management.*

RESOLVED

3912. *It was noted that reserved spaces at the burial ground were now marked on the ground with a terracotta tile bearing the word "reserved".*

RESOLVED

Recreation Ground

3913. Chairman Bryan Nanson reported on the request that Test Valley Borough Council amend an s106 agreement so that the money could be spent on cricket practice nets. A form had been submitted on 22 November 2022, requesting the change, and the matter had been passed to the Southern Area team on 5 January 2023. Cllr Nanson had requested an update on 6 February 2023.

Chapel Wood

3914. Vice Chairman Graham Roads reported on Chapel Wood. The Friends of Chapel Wood held a working party the previous weekend at which they cleared arisings from the clearance done in December. There were some leaves still to be cleared at the burial ground.
3915. The Council had received a report from the Clerk, on tenders for the path project at Chapel Wood.
3916. The application had been submitted for CAF funding for 50% of the path project cost at Chapel Wood.
3917. Vice Chairman Graham Roads would enquire about whether planning permission was required for the Chapel Wood path project, due to being situated in a Conservation Area. This may entail seeking detailed pre-planning advice.
3918. *The Council agreed that Stickley was the lowest tenderer for the Chapel Wood path project, and to accept the quotation subject to a. omission of seating area, b. awarding of a CAF grant for 50% of the cost.*

RESOLVED

Morleys Green

3919. Cllr Julie Trotter had been working with the chairman of the management company to reduce the amount of unauthorised parking at Morleys Green. Four vans were no longer parked there, one has been traced to a friend of a resident, and three were being parked in the visitors parking spaces. This would be reviewed at the next Meeting.

Highways

- 3920. Cllr Chris Ling noted that the new perspex panels for the bus shelter (junction of Pound Lane with A3090) would be fitted by Cllrs Ling and Hatley in warmer weather.
- 3921. Chairman Bryan Nanson reported that he and Cllr Chris Ling had met with County Councillor Alan Dowden about funding for Speedwatch and are yet to hear back.

Vacancies

- 3922. The casual vacancies on the Council would be considered for filling at the Meeting in March.

Telephone kiosk

- 3923. Chairman Bryan Nanson reported on progress with relocating the telephone kiosk to the Village Hall. Borough Councillor Martin Hatley had confirmed that he would consider providing a Councillor Grant to the project. A quotation was needed, including an option to exclude the actual moving of the kiosk, taking account of the position of existing cables in the new position.

Reports from Committees and Portfolio Holders

- 3924. Cllr Julian Jones would decorate the allotment buildings.
- 3925. It was noted that Hampshire County Council had provided funding for the Lengthsman scheme to continue for a further year.
- 3926. *It was proposed to remain in the Lengthsman scheme for the year ending 31 March 2024, including making a contribution so that there would be 4 visits in the year.*
RESOLVED

Date of Next Meeting

- 3927. The next ordinary Meeting of the Parish Council would be held on Ampfield Village Hall at 7pm on Monday 13 March 2023. The Meeting in April was rescheduled to 17 April 2023.
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Chairman

Date