

Minutes

The Minutes of the Meeting of Ampfield Parish Council held in the Village Hall, Ampfield on Monday, 11th January 2016 commencing at 7pm.

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

2326 Attendance and Apologies for Absence

Council noted and approved Miss Rothwell's absence.

2327 Minutes

The minutes of the meeting held on Monday, 9th November 2015, having been circulated previously, were confirmed by the meeting and signed by the Chairman.

2328 Matters Arising from the Minutes

There were no matters arising.

2329 Declarations of Interest

There were no declarations of pecuniary, or personal, interests.

2330 Public Participation

Ms A. James was in attendance.

The Chairman explained that members of the public were able to speak and address Council for up to 20 minutes. He suspended the meeting at 7.03pm and invited Ms James to speak. Ms James read out a letter of objection she had written to Test Valley Borough Council (TVBC) about planning application 15/02985/FULLS from 37 Hook Road. She had raised a number of issues including loss of privacy, overlooking of neighbouring properties, damage to trees and hedges, light pollution and destruction of the rural character of the area. She had copied the letter to Ampfield Parish Council (APC). She expressed her disappointment that APC had not received her letter of objection until after their planning committee had met to consider the application concerning 37 Hook Road. She was also concerned that TVBC had been closed in the week between

Christmas and New Year; she had not been able to contact anyone and there were no planning officers in attendance at the Romsey office. She could not get access to paper plans about the application. The owner of 35 Hook Road, which was let, had not been aware of the application.

Allan Clark advised that notices about APC planning committee meetings were placed on parish notice boards and on the website; TVBC also posted yellow planning notices on or near the application site. Paper plans were provided to APC and were available at the meetings. TVBC would also provide access to plans, and to a planning officer at Romsey, given sufficient notice. Deadlines for other applications to be considered meant that APC had to meet during the Christmas and New Year week. Martin Hatley explained that APC was only one of a number of consultees in the process. When the standard consultation period had ended submissions could still be made to TVBC planning department right up until the start of committee meetings. Allowances were made for bank holidays which were not usually counted in the consultation period. Ms James was encouraged to contact Cllr Hatley should she experience difficulties in the future. The meeting resumed at 7.24pm.

2331 Ampfield Recreation Ground

2331.1 Maintenance items and inspections

Little maintenance had been necessary during the winter months so far. A new inspection rota for the Recreation Ground, the playground and Chapel Wood for 2016 had been issued to councillors.

2331.2 Taking forward the new pavilion project

The Chairman had issued a paper which proposed that a Co-ordinating Group be established to investigate and develop options for taking forward the new pavilion project. It was noted that the Group would have no executive authority and would seek approval from APC on all decisions. It was agreed that membership should consist of Bryan Nanson, Allan Clark (Project Manager), Graham Roads, John Sorrell (representing Ampfield and North Baddesley Cricket Club) and a co-opted member from the community if required by the Group. It was also agreed that, in view of the high expenditure involved, and the need to comply with procurement regulations, the Clerk would attend meetings and take notes.

2332 Chapel Wood

2332.1 Friends of Chapel Wood and Work in the Woodland

The annual meeting of the Friends of Chapel Wood had been held in November and minutes had been circulated. The January working party had cleared brambles and other unwanted vegetation from around the trees in the area near the pond.

Graham Roads had been pleased to report that a new member had joined the Friends. Budgeted expenditure for a digger, replacement box plants and material for the signs would be spent before the year end. Work would continue in clearing the undergrowth and marking out the graves. It was expected that work on the replacement dipping platform would begin in spring 2016.

2332.2 Burial Ground

A meeting had been requested with the new Vicar to review and confirm the Management Agreement and Code of Conduct for the Burial Ground. It was likely that the meeting would be held in March.

2333 Financial Matters

2333.1 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
Office Expenses 10 November 2015 to 6 January 2016	130.46
Southern Water 11 June to 21 December 2015	27.02
D Matthews- January Salary	581.73
HM Revenue & Customs- January payments	<u>152.68</u>
	<u>891.89</u>
Payments made between meetings	
Get Mapping plc – renewal	33.60
War memorial plants – Mr Butcher	68.22
Widenet Computer Services	<u>65.00</u>
	<u>166.82</u>

2333.2 Receipts and anticipated payments

Council confirmed the payments made between meetings. Receipts for December had been £271.22 which was mostly made up of the rent from the cricket club and a cremation memorial plaque. The bank accounts at 6th January had stood at £51,823.84 of which £33,250 was in named reserves. Council noted the bank reconciliation for December 2015. It also noted that bank transactions for December had had to be checked against phone data as the monthly paper statements had not been available due to the bank holidays. Budget & actual expenditure figures had not been considered on this occasion as outturn and budget figures would be reviewed under agenda item Budget & Precept at para 2334.

2333.3 Sector Led Body for External Audit

The National Association of Local Councils (NALC) had set up a body to take forward the procurement of external audit services for Parish Councils with annual receipts or payments over £25,000, following the privatisation of District Audit. It was agreed that Ampfield Parish Council would adopt the services provided by NALC rather than mount its own procurement exercise.

2334 Budget & precept 2016/17

Papers showing the outturn for the current financial year, the proposed budget for 2016/17 and the resulting precept for 2016/17 had been circulated prior to the meeting. Figures were reviewed in detail. Council noted the predicted outturn figure of £58,311 and the proposed budget figure of £47,214; these together with anticipated receipts produced a precept of £34,002. This was an increase of 4.92%. Council noted that up to £20,000 for the purchase of the Village Hall would be transferred from reserves. Council approved the budget and the precept. The Clerk would advise TVBC. The Chairman had calculated the likely impact of the increased precept on a Band D dwelling; this was expected to be minimal and, with the increased population arising from Broadgate and Morleys, could even be a reduction. Martin Hatley advised that the calculation was based upon the occupation of houses not simply the completion of them but, nonetheless, an increase of 4.92% was the worst case scenario.

2335 Village Hall

The purchase of the Village Hall had been completed and there was no need now to treat discussions about the purchase as commercial in confidence. The cost of the purchase, excluding VAT but including legal costs, had been just under £19,000. It now seemed unlikely that the grant from the Community Asset Fund towards the purchase would be forthcoming. The TVBC Evaluation Officer had required the freehold to be purchased with vacant possession but this had not transpired. Funding would, therefore, come from reserves as originally envisaged. Martin Hatley advised that efforts would continue to be made to secure the grant which had already been approved in principle. Council agreed that payment could be made by CHAPS on this occasion. The Chairman and the Clerk would attend to that as soon as possible.

2336 Correspondence and Communications

A list of items received on paper and electronically is at Annex A.

Items on the list of communications which needed further discussion had been included under agenda items.

2337 Reports from Portfolio Holders

The Lengthsman would be working in the parish on 27th January. The work to be undertaken would probably include cleaning signs, clearing vegetation and working on the bus shelter at Pound Lane junction. The Chairman advised that there might be a blockage in the one of the drainage pipes on the Recreation Ground. Pete Edwards would speak to the Lengthsman about it. If Councillors knew of anything else that needed attention they should let him know.

There was no news about the new speed limit reminder sign, funding for which would be given to the parish as part of the Morleys S106 agreement. Martin Hatley advised that the parish was to get a share, with other neighbouring parishes, of a speed limit reminder sign as a result of the Abbotswood development. Pete Edwards would pursue this with Ray Alborough at TVBC. A replacement road sign for Chapel Hill was expected by end February.

A request had been made to TVBC that a Tree Preservation Order be put on the oak tree planted on the verge of the A3090, close to the entrance to the paddock opposite the Potters Heron. There would be a Spring Talk in the Village Hall on 7th March 2016 by Wolfgang Bopp of the Sir Harold Hillier Gardens.

2338 Planning

2338.1 Update.

There had been a presentation by Bays, Curry & McCowan at a recent planning meeting about proposals for development at Redburn Farm. A planning application was expected shortly. It was noted that TVBC planning enforcement team were alert to the works being undertaken on the paddock opposite the Potters Heron. Officers from the Environment Agency had been in attendance at Two Lakes, Straight Mile to remove various fish that were not friendly to local wildlife. This was very large eradication task which had been going on for more than 2 months.

2338.2 Village Design Statement

Graham Roads had circulated a paper giving the background to the proposal to update the Village Design Statement (VDS), the current situation and how the project might be taken forward. Discussions had been held with Martin Hatley about the how the process should be conducted, and other requirements laid down by TVBC. A discussion had also taken place with Roger Kitsell, a parishioner who had led the group that had produced the original VDS in 2003. It was noted that an addendum to the original VDS would be acceptable; there was no need to reproduce the whole booklet. Public consultation was essential to help ensure the outcome was sound and acceptable to TVBC. Members agreed to adopt the proposals outlined in the paper including the identification of the future needs and

aspirations of Ampfield parishioners, re-affirmation of a vision for the future development of Ampfield and the provision of an effective supplementary planning document. Allan Clark requested that the decision on the final production of the amended document should be deferred until later. It was agreed that a small working group be formed to take forward the project and report back regularly to Council. Graham Roads, Allan Clark and Julie Trotter would form the core of the working group. Julian Jones would join the project later in the year.

2339 Morleys Development

2339.1 Allotment progress

The Chairman, Allan Clark and David Stevens had measured the allotment area and determined that there would be 15 allotment plots to be allocated. It was agreed that paths would need to be laid to separate the plots and to aid movement. An initial figure of £1250 was agreed but it was recognised that this was likely to increase as requirements became clearer. A procurement process would be undertaken to lay the paths. Keys to the allotment buildings would have to be provided under deposit; Allan Clark would talk to the builders about having the same lock on each of the buildings. It was noted that provision had been made in the outturn for a skip to be used by allotment holders to remove any excess stones from the plots.

Mrs Terry, the cleaner for the Village Hall, had agreed to clean the toilet and kitchen buildings on the allotments. Council agreed to fund the cleaning of the allotment buildings, and related materials, for the first year of operation. It was also agreed that cleaning materials for the Hall would be used and the cost reimbursed by APC. Martin Hatley would add necessary materials and equipment to the order placed with County Supplies. The Clerk would write to Mrs Terry to confirm arrangements. It was agreed that Allan Clark would investigate the provision of a hand dryer in the new toilet.

It was noted that people would not be allowed to sell any produce directly from the allotments but that it would be acceptable to sell through Ampfield Market. Registration for allotments would close on 31 January 2016. There were already more applicant than plots and a draw would take place on 8th February. An informal meeting would be set up with allotment holders and members of APC after the draw had taken place. Allan Clark would ask Mr Robert Hillier if he would “open” the allotments at a small ceremony. Some minor revisions were needed to the Allotment Criteria and Rules; these would be undertaken by the Chairman and David Stevens.

2339.2 New responsibilities and dates under S106 agreement

Council approved the signing of the leases for the new Village Hall carpark and the Morleys green space areas, and confirmed the dates when responsibilities

would be handed over to APC. This was subject to confirmation from TVBC that arrangements were in place for payments of S106 funding, and that the grounds contractor was content that that the grassed areas were in a state that they could work on. Arrangements would need to be made to invest and protect the S106 monies which were due. Graham Roads would review suitable banks and other financial institutions in Romsey to ensure that they were acceptable under current financial legislation and provided full protection under the Financial Services Compensation Scheme. Council would be advised of the final institutions chosen.

2339.3 Representation on management committee

A limited company had been set up to run the Morleys estate including the dwellings, roads and sewage system. APC had one representative on the management committee. Allan Clark was nominated by the Chairman, and seconded by Julian Jones, to represent APC.

2340 Parish Assembly & Newsletter

It was agreed that Pete Edwards would lead on the production of the spring newsletter; he and the Chairman would produce the timeline.

2341 Test Valley Borough Council

Martin Hatley advised that the inspector had found the Revised Local Plan to be sound. The inspector had not increased the number of new dwellings nor identified any new major sites for development; the local and strategic gaps had been retained. A path from the Jermyns Lane roundabout to the Arboretum entrance was being planned, and a new bus stop would be erected at the post box in Jermyns Lane. Cllr Hatley also gave an update on a development proposal at Brackenwood.

2342 Date of next meeting

The next meeting of Ampfield Parish Council would be held on Monday, 8th February 2016 at 7pm in the Village Hall, Ampfield.

2343 Closure

The meeting closed at 9.15pm.

Chairman.....

Date.....