

Minutes

The Minutes of the Annual Meeting of Ampfield Parish Council held in the Village Hall, Ampfield on Monday, 17th May 2010 commencing at 7pm.

PRESENT: Miss M.I. Rothwell (Chairman) – Presiding
Mr E.H. Butcher, Mr A Clark, Mr. J. A. Jones,
Mr. B. Nanson, Mr. G. C. A. Roads, Mr D. Stevens

1740 Election of Chairman

It was proposed by Mr Nanson and seconded by Mr Butcher that Miss Rothwell be re-elected Chairman for the coming year. There being no other nominations, Miss Rothwell was declared elected.

1741 Declaration of Acceptance of Office

Miss Rothwell signed the Declaration of Acceptance of Office on re-election as Chairman.

1742 Apologies for Absence

Apologies had been received from Mr Choules, Mr Gilks and Mr Hatley who had other commitments.

1743 Minutes

The Minutes of the Meeting held on Monday, 12th April 2010, having been circulated previously, were confirmed by the Meeting and signed by the Chairman.

1744 Matters Arising from the Minutes

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

1745 Declarations of Interest

There were no declarations of interest.

1746 Public Participation

There were no members of the public present at the meeting.

1747 Election of Vice-Chairman

It was proposed by Mr Clark and seconded by Mr Butcher that Mr Nanson be re-elected Vice-Chairman for the coming year. There being no other nominations, Mr Nanson was declared elected.

1748 Planning Committee

It was agreed that all Councillors would be members of the Planning Committee with the exception of Mr Hatley who held the Planning portfolio in his capacity as Borough Councillor with Test Valley Borough Council (TVBC). It was proposed by Mr Clark and seconded by Miss

Rothwell that Mr Nanson be appointed Chairman of the Planning Committee. There being no other nominations, Mr Nanson was declared appointed.

1749 Finance Committee

It was agreed that all Councillors would be members of the Finance Committee with the Chairman and Vice-Chairman of the Council attending as ex-officio members. The Clerk would attend as Responsible Finance Officer. It was proposed by Mr Nanson, and seconded by Mr Butcher, that Mr Gilks be Chairman of the Finance Committee. There being no other nominations, Mr Gilks was declared appointed.

1750 Fund-raising Sub Committee

It was proposed by Miss Rothwell, and seconded by Mr Clark, that Mr Nanson be Chairman of the Fund-raising Sub Committee, which was a sub committee of the Finance Committee. Mr Clark would attend as a member and Miss Rothwell would attend in an ex-officio capacity. Members of the community would continue to attend in accordance with the terms of reference.

1751 Portfolio Appointments were made as follows:

Footpath Warden	To be appointed
Test Valley Association of Parish Councils	Mr Bryan Nanson
Transport & Road Safety	Mr Allan Clark
Ampfield Countryside Heritage Area	Mr Martin Hatley
Village Hall	Miss Margaret Rothwell
Friends of Chapel Wood	Mr Graham Roads
Tree Warden	Mr Graham Roads
Ampfield School Governor	Mr Edward Butcher
Webmaster	Mr Julian Jones
Environment including Forestry Commission	Mr Graham Roads
Recreation Ground	Mr Bryan Nanson with assistance from Mr Allan Clark
Local Action Panels- Police Neighbourhood team	Mr David Stevens

1752 Matters Arising from the Parish Assembly held on 10th May 2010

Parishioners continued to have concerns about the speed and volume of traffic, and the inconsistency of speed limits on the main roads in the Parish; these issues remained a priority for Council. Parking problems in Green Pond Lane were being addressed by the Police and Testway Housing. Test Valley Borough Council (TVBC) continued to monitor the activities taking place on the field at the bottom of Ampfield Hill. Fly-tipping and litter were a constant problem and should be reported to TVBC.

1753 Ampfield Recreation Ground

1753.1 Drainage

Possible sources of funding for drainage of the ground had been identified. Mr Clark would prepare an invitation to tender to be issued in July. Quotes would be sought to drain the whole ground and to drain just the football pitch.

1753.2 Wildlife

Following repeated attempts by the molecatcher there had been no fresh molehills for 2 weeks. There was now, however, evidence of damage by rabbits. Council agreed to monitor the situation and take action if things got worse.

1753.3 Maintenance

Weeds had sprung up around the perimeters and at the new entrance. Council agreed to seek a quote from TVBC to flail the weeds around the ground and then to spray, rotovate and put down grass seed at the new entrance, and at the area behind the new base. Members of the Cricket Club had been given permission to paint the portakabins. It was agreed that the colour should be dark green in keeping with the secure container. It was also agreed that Council would contribute up to £150 towards the cost of paint and rollers.

1753.4 Cricket Club

For the time being the Cricket Club would put up temporary notices to advertise their next match; a more permanent sign would be considered at a later date. A member of the club had attended the first stage of a course run by the Institute of Groundsmen. They had received a refund of their fees; there had been no cost to Council. It was agreed, in principle, that Council would sponsor others and so increase the number of people trained to look after the ground. Council also agreed to the Cricket Club's request to erect a scorer's hut on the old concrete base; Council would have no liability for the hut.

1753.5 Height barrier

Work on the height barriers at both entrances had been completed. This had increased security of the ground.

1753.6 Provision of electricity

Electricity was not connected to the portakabins; the Cricket Club had managed using a long lead from the old pavilion. This was not ideal and Council agreed to seek quotes to get electricity laid on. It was anticipated that Council would supply the cable and members of the Cricket Club would dig the trench. It was thought that costs would be in the region of £600.

1753.7 Design of sports pavilion

Drawings showing 2 designs and various options had been made. Depending on the options, costs ranged from £260,000 to £360,000. Council agreed to reconvene the Fund-raising Sub Committee to determine the likelihood of such sums being realised. Less expensive options would have to be considered if funds could not be identified.

1754 Assets

It had been agreed that confirmation of procedures and charges from Highways would be sought in writing after which Council would decide on the contractor to be used to dismantle the bus stop at Green Pond Lane. However, in Mr Hatley's absence, there was no progress to report.

1755 Financial Matters

1755.1 Accounts for payment

It was proposed by Mr Nanson and seconded by Mr Jones (with the exception of the cheque for £39.99 which was proposed by Miss Rothwell), that the following accounts be paid:

<u>Cheques to be signed at the meeting:</u>	£ (inc VAT)
HALC-Clerks Conference	40.00
Christopher Hoare Tree Services Ltd	2555.63
Watermark Printing Company Ltd – newsletter	405.00
CBA Ltd- tree works inspection	176.25
Cllr. Nanson- grass seed for Rec Ground	39.99
Broker Network Ltd- annual insurance	1080.65
DMatthews- May salary	523.26
HM Revenue & Customs- May payments	185.51
DMatthews- June salary	523.06
HM Revenue & Customs- June payments	185.71
Office Expenses –DMatthews	26.55
Local Council Advisory Service Renewal	111.63
Local Council Review-NALC -subscription renewal	<u>13.50</u>
	<u>5866.74</u>
<u>Payments made between meetings</u>	
Cllr. Butcher-plants for Memorial Garden	20.00
D Matthews- April salary	523.26
HM Revenue & Customs- April payments	185.51
Ford Fabrications Ltd- height barrier	2802.38
Village Hall hire Dec 09-Mar10	138.00
Village Hall hire 8 & 12 April 10	<u>32.00</u>
	<u>3701.15</u>

1755.2 Income and anticipated expenditure

Income since April had been considerable at over £20,548. This had been due largely to receipt of the first instalment of the Precept at £17,456.50 and the receipt of a grant of £3040.79 towards the installation of the water pipe on the Recreation Ground. Expenditure in the next couple of months was expected to be modest except for work on the Recreation Ground and repair of the storm damage in Chapel Wood.

1755.3 Insurance

The insurance policy was due for renewal in June. Council had signed a 3-year agreement with Aviva and so fresh quotes would not be sought. Council had agreed the annual premium. Omission of the speed limit reminder sign from the list of insured assets had been corrected. It was agreed that the new height barriers should be insured against all risks; the Clerk would advise the insurance company. The tapestry in the Village Hall had not been insured for some years. Council agreed that it might best be placed under the care of the Village Hall Management Committee; the Clerk would discuss this with the Chairman of that Committee.

1755.4 Year end accounts

The Clerk as Responsible Finance Officer (RFO) reported that Paul Reynolds, the Internal Auditor, had completed his audit of the Council's 2009/2010 Accounts. There were no accounting matters that had to be brought to Council's attention. The Clerk then presented and explained the 2009/2010 Accounts and the Audit Commission Annual Return. It was proposed and agreed that the accounts be signed by the Chairman and the RFO. Also, the Chairman and the RFO were authorised to sign Sections 1 & 2 of the Annual Return, the Council having discussed and agreed all responses to the Annual Governance Statement in Section 2. As in previous years it was also agreed that elements

of the Annual Governance Statement would be regularly considered by the Finance Committee to help ensure internal controls continued to be sound.

Notice of the forthcoming External Audit would be posted on 24th May 2010. This advised electors of their rights to examine the accounts and the process by which they could do so.

1756 Correspondence (paper) and Communications

1756.1 Hampshire County Council (HCC)

Planning Hampshire's Future – Spring 2010 edition
Community Transport News Spring 2010 issue 32
Hampshire Now magazine Spring edition

1756.2 Hampshire Association of Local Councils

Note of meeting between HALC and the National Association
Local Council Review Magazine Spring edition from NALC

1756.3 Other Correspondence

Employer Bulletin from HM Revenue & Customs
Solent & South Downs Groundwater Update- briefing note from the Environment Agency
Letter from Mr Case - request for minutes of all meetings June 2009-May 2010
Appointment of External Auditor from Audit Commission
Information & News for Carers magazine Spring 2010

It was noted that Mr Case had requested minutes of meetings from June 2009; it was agreed that minutes of committee meetings, which were not readily available electronically, should be placed on the website. Mr Jones and the Clerk would liaise in order to achieve this.

1757 Reports from Committees and Portfolio Holders

1757.1 Planning Committee

The following applications had been commented on after discussion:

16 March 2010

10/00214/FULLS	5 Beechwood Crescent
10/00269/FULLS	48 Flexford Close
10/00478/TPOS	Brock Hill (Clearwell) Hook Crescent

8 April 2010

10/00579/TPOS	St James Park, Baddesley Road
10/00657/FULLS	Fairwinds, Woodlea Way
10/00656/FULLS	The Beeches, 26 Straight Mile

4 May 2010

10/00775/FULLS	34 Baddesley Road
10/00813/FULLS	Land adjacent to Ampfield Golf Club, Winchester Road
10/00833/TPOS	21 Hocombe Wood Road
10/00930/EXTS	16 Beechwood Crescent

1757.2 Footpath Warden

A Parishioner had expressed interest in becoming the new Footpath Warden and a written application was expected. The Chairman would write to the Forestry Commission about any issues once the new Footpath Warden had reported back on conditions..

1757.3 Ampfield Countryside Heritage Area

Mr Hatley was not present.

1757.4 School Governor

Recruitment of a new Head Teacher was underway. The school had been without a permanent Head Teacher since November 2009; a full-time interim Head had now been employed and this had improved the situation. About 12 pupils were expected to join Reception in the next academic year and this would be a boost to overall numbers.

1757.5 Tree Wardens

Website

Village Hall Liaison

Public Transport & Highway Liaison (PT&HL)

Test Valley Association of Parish Councils (TVAPC)

Environment

Hampshire Association of Local Councils

Finance Committee

There was nothing new to report.

1758 Highway Matters1758.1 Extension of speed limits

The article about road safety in the Annual Newsletter had encouraged several people to get in touch and make their views known. Mr Clark had responded to all concerned. It was acknowledged that rationalising speed limits on sections of the A3090 and on Hook Road was a long-term objective. Mr Clark would write to Ray Alborough at TVBC and to Cllr. Perry, the Hampshire Action Team Chairman, about the situation.

1758.2 Signage

It was noted that several pieces of signage outside the Potters Heron, on the verge of the A3090, had been removed. The situation would continue to be monitored.

1758.3 Gritting bins

It was agreed that any gritting bins placed in the Parish should be green in colour.

1758.4 Speed Limit Reminder Sign

The speed limit sign, which was reported to be on Common Hill, Braishfield, was not working. Mr Clark would speak to Ray Alborough at TVBC to find out what was wrong and get it fixed.

1759 Test Valley Borough Council (TVBC)

Mr Hatley was not present.

1760 Chapel Wood

1760.1 Work in the Woodland

- (a) Six invitations to tender had been issued to contractors to deal with the fallen Oak in Chapel Wood. Two had responded and Council agreed that the contract should be let to Christopher Hoare Tree Services Ltd. The Clerk would write to those concerned. There had been different views from contractors about how best to deal with the wood which would be left when the fallen Oak was cut. Council agreed that it would wait to see what, if any, offers were made for the wood. It was also agreed that Friends of Chapel Wood could use some of the wood to make rustic seats
- (b) It was agreed that Mr Roads would register Chapel Wood with the Forestry Commission; this would allow Council to claim grants to help repair the damage caused by the storm. There were no costs involved in registration. Items which had been damaged in the storm, such as the boardwalks, had not been insured against all risks. Once the remedial work had been completed in the Woodland, Council agreed to a review of all assets and to determine the need for insurance cover.
- (c) Council was pleased to agree to the holding of a summer barbeque in the glade behind St Mark's by the Friends of Ampfield School. To help insure that the event was to be run safely, Council had requested that a risk assessment be undertaken and any necessary actions carried out; sight of their public liability insurance had also been requested.
- (d) The hedges leading from the fountain to the churchyard, which had been significantly reduced and pruned over the winter, were beginning to sprout and regenerate. The Parochial Church Council would like to have the boundary hedges similarly reduced; Council agreed in principle to fund this but suitable quotes would need to be obtained.

1760.2 Friends of Chapel Wood

The Friends of Chapel Wood had been working around the glade area behind St Mark's clearing bracken and cutting back Rhododendrons to open up the space and keep it tidy. To help improve safety, a ditch had been dug around the main bonfire site; fencing had been put around the embers when the work was completed to help ensure no-one got too close and got burnt.

1760.3 Burial Ground

Council agreed that Mr Roads would get quotes for a protective framework to go round the hedges in the Burial Ground. It was intended to do the work in the Autumn. There had been no progress in the appointment of a dedicated grave digger; Mr Roads and the Clerk would pursue this when time permitted.

1760.4 War Memorial

A number of Parishioners worked very hard at keeping the War Memorial garden in good condition. It was agreed that an article about this should be included in the next annual newsletter and that it should be brought to everyone's attention at the Parish Assembly.

1761 Dates of Meetings for 2010/2011

The dates of meetings of Ampfield Parish Council were agreed as:

12th July 2010
13th September 2010
8th November 2010
10th January 2011
14th March 2011

Meetings would start at 7pm and would be held in the Village Hall.

1762 Closure

The meeting closed at 8.42 pm.

Chairman.....

Date.....