

## Minutes

The Minutes of the Meeting of Ampfield Parish Council held in the Village Hall, Ampfield on Monday, 12<sup>th</sup> November 2018 commencing at 7pm.

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

### 2794 Attendance and Apologies for Absence

Apologies had been received from Margaret Rothwell.

### 2795 Minutes

The Minutes of the meeting held on Monday, 8<sup>th</sup> October 2018, having been circulated previously, were confirmed by the Meeting and signed by the Chairman.

### 2796 Matters Arising from the Minutes

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

### 2797 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 Committee.

### 2798 Public Participation

No members of the public were present.

### 2799 Finance matters

#### 2799.1 Accounts for payment, receipts and anticipated expenditure

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

<b>Cheques to be signed</b>	<b>£ inc VAT</b>
County Locksmiths - keys to allotment buildings	50.50
October salary - D Matthews	612.84
October payments HMRC	175.59
Village Hall - cleaning allotment buildings & pavilion	437.80
TVBC ground maintenance contract April to Sept 2018	<u>2048.65</u>
	<u>3325.38</u>

### **Payments made between meetings**

PWLB - Chapel Wood loan -D/D	2642.99
NEST pension payment October 2018 D/D	25.10
Came & Co - insurance renewal	1911.08
Eon electricity - pavilion 1st October 2018 D/D	20.34
Eon electricity - pavilion 30 October 2018 D/D	<u>29.10</u>
	<u>4628.61</u>

Council confirmed and approved the cheques and payments made between meetings. It was noted that the 6-monthly payment on the Chapel Wood loan, and Council's annual insurance fee, had been paid. Payment for cleaning services had been delayed pending a breakdown between allotment buildings and the pavilion. Receipts for the month of October consisted mainly of allotment rentals. Council thanked EMC Hursley for their continued support of the website. Excluding construction and fitting out costs for the Pavilion, expenditure to end October 2018 was £24,072; this represented 42% of the annual budget. Bank balances on 12<sup>th</sup> November 2018 stood at £134,327.71 in total. Within that the Nationwide account, which was intended for the maintenance of open spaces at Morleys, stood at £ 66,806.64.

#### 2799.2 Assets – bus shelter

Test Valley Borough Council (TVBC) had offered Ampfield Parish Council (APC) a spare bus shelter and bench. If accepted, the shelter would be owned and maintained by APC. They had identified the bus stop at the Potters Heron on the south side of the A3090 as a suitable location. The shelter was metal and modern in style. This would not be in keeping with the more rural shelters in the Village. Council was aware that a sum of £ 16,711 had been identified from S106 developer funds for 2 bus shelters – one near the Potters Heron and the other near the White Horse. Earlier quotes had been obtained from suppliers. It was agreed that the offer of the shelter be declined and that the S106 monies be used to purchase one new shelter. Pete Edwards would take it forward. It was also agreed that the Chairman would investigate the best location for the second shelter.

#### 2800 Standing Orders

In April the National Association of Local Councils (NALC) had updated and published the Standing Orders which were the rules by which parish councils conducted their business and ran their meetings. NALC had incorporated new statutory requirements and changes to existing ones which have been introduced since Standing Orders were last issued in 2013. The Chairman and the Clerk had reviewed the new Standing Orders and had amended existing instructions accordingly. However there were 5 areas which were new to Council or required more formal application than had been applied, and needed to be addressed. Council agreed to adopt the revised Standing Orders as presented . The

Chairman and the Clerk would consider the remaining areas and bring to Council for approval any changes to procedures.

2801 Morleys Management

Council confirmed the action taken to re-let one of the allotments after a long period of non-cultivation. The £50 deposit would be retained to improve the plot before being re-let. It was agreed that Mr Phelps be asked to do the work.

Council approved the quote from GB Signs to manufacture signs intended to help clarify the allocation of parking at the Village Hall, Village Green and the Allotments. The Clerk would place the order. It was also agreed that the Chairman would get a quote for installation of the signs from Council's ground maintenance contractor at Morleys Green.

2802 Recreation Ground and project progress

2802.1 Removal of Wooden Pavilion and Car Park Construction Project

A working group had reviewed the tenders for the construction of a car park and demolition of the old wooden pavilion on the Recreation Ground. Council agreed the recommendation to award the contract to Highbridge Engineering. There were a few elements of the bid which needed further clarification. The Chairman would take this forward with the contractor. It was agreed that certain ground tests would need to be done. The project quantity surveyor would be asked to identify 3 firms that could undertake the work and seek quotes.

Funding was still being sought. There were no S106 monies available. The Community Asset Fund (CAF) team had provided an excellent service and their input had much improved the application. However, evidence of community need was required. The School and local businesses had been asked to support the project and provide evidence of local need. It did not seem likely that any funds would be available from the Community Infrastructure Levy. Approaches from the LEADER organisation had gone a stage further and an application was underway. It was agreed that Martin Hatley would review outstanding S106 monies in case anything had been missed.

2802.2 Ground maintenance

Martin Hatley confirmed he would approach a local business about the use of a skip to block the gap in the fence from the White Horse car park into the Recreation Ground to help prevent unauthorised access. Council agreed to set up pavilion maintenance agreements for the boiler, fire extinguishers and PAT testing. It was confirmed that the window cleaner would start on the pavilion in January 2019.

## 2803 Chapel Wood

### 2803.1 Friends of Chapel Wood (FOCW) and maintenance

A health and safety audit of the trees in Chapel Wood and the Burial Ground was due. Graham Roads would prepare an Invitation To Tender (ITT) to be sent to suitably qualified arboriculture companies. It was intended to issue the ITT with a closing date of 31<sup>st</sup> December 2018. The intention was to have the survey done before the end of March 2019. A bonfire to deal with the piles of arisings was planned for the next working party, subject to weather conditions.

### 2803.2 Burial Ground

Council noted that a revised version of British Standard BS8415 had been published in July 2018. This was to do with testing the design, construction and fixing of memorials. It was agreed that the Clerk would get a copy and that any specific requirements would be recorded on the memorial request form. Council had also been made aware of a recent Court of Appeal case whereby a parish council lost a case of a tree on the roadside which had come down on a vehicle, seriously injuring a person. It was concluded that their 3-year blanket tree audit was inadequate as it did not take account of situation and conditions which might require a more frequent survey. It was agreed that Graham Roads would contact Highways about dealing with trees on the roadside in high risk positions, and prepare a policy for Council's consideration.

## 2804 War Memorial

The Chairman thanked Mr & Mrs Roads for their handiwork in looking after the War Memorial garden and getting it in peak condition for the Remembrance Ceremony. The Chairman also thanked Martin Hatley for his very generous gift of a "Tommy" figure to stand at the War Memorial. Graham Roads would take the figure indoors before Xmas and return him the following year. It was thought that parts of the Memorial were in need of attention. Graham Roads would do some research on how best to clean and repair the Memorial and come back to Council in the new year with proposals. It was also agreed that the garden would benefit from a re-vamp.

## 2805 Newsletter

It was agreed that the 30 or so houses due to join the parish on 1st April 2019 following the Local Governance Review should be included in the newsletter distribution. The Chairman would write a welcome note to accompany the newsletter. It was agreed that 800 copies would be printed. A quote from the Print Room to print 750 for £210 had been accepted. Martin Hatley was preparing a flyer which would be part of the events and information commemorating the end of the First World War. It was agreed that Council would pay for the publication.

2806 Highways – Speed Limit Reminder Sign (SLR)

Council had been advised that TVBC would no longer be managing SLRs on behalf of parishes once the existing year's service ended in July 2019. Should parishes wish to continue to use an SLR they would have to employ a competent person who was fully trained and insured to work on the highway. Council agreed that the SLR was a useful tool and that they would want to continue its use. Another source of maintenance would have to be identified by July 2019. It was suggested that it might be best to limit any future contract to yearly review.

2807 Reports from Committee and Portfolio Holders

The Lengthsman would be asked to clear the vegetation from the pavement from the School to St Mark's as it was difficult to walk along. It was noted that a talk about bees on 26<sup>th</sup> November 2018 had been organized by Ampfield Countryside Heritage Area. Also the Boxing Day walk would go ahead as usual. Both events would be publicized by leaflets and on the website. Allan Clark reminded everyone that a planning meeting would be held the following Monday, 19<sup>th</sup> November 2018 and that a planning consultant was expected to attend to inform Council about development proposals on Ampfield Hill. Pete Edwards advised that Hampshire County Council and Stagecoach would be reviewing the number 66 bus service; the outcome of that was expected to be known by the end of the year.

2808 Correspondence and Communications

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

2809 Test Valley Borough Council

Martin Hatley brought everyone up to date with progress on proposals to improve the parking situation at the School at the bottom of Knapp Lane. It was noted that the Local Government Boundary Commission had consented to all the proposed boundary changes. Those changes would come into force on 1<sup>st</sup> April 2019. There would, however, be no change to existing membership of parish and town councils until the May 2019 elections. Clair Goddard had taken over as Director of Hillier Gardens from Wolfgang Bopp; she was keen to engage with local parishes. It was noted that the pantomime this year would be staged on 12<sup>th</sup> December.

2810 Date of next meeting

The next meeting of the Council would be held on Monday, 14<sup>th</sup> January 2018 starting at 7.00pm in the Village Hall, Ampfield.

2811 Closure

The meeting closed at 9.05pm.

**Chairman.....**

**Date.....**