

Minutes

The Minutes of the Meeting of Ampfield Parish Council held in the Village Hall, Ampfield on Monday, 26th June 2017 commencing at 7pm.

PRESENT: Bryan Nanson (Chairman) – Presiding
Allan Clark, Julian Jones, Graham Roads,
Margaret Rothwell, David Stevens and Julie Trotter

2568 Apologies for Absence

Apologies had been received from Pete Edwards and Martin Hatley.

2569 Minutes

The Minutes of the Meeting held on Monday, 8th May 2017, having been circulated previously, were confirmed by the Meeting and signed by the Chairman.

2570 Matters Arising from the Minutes

Graham Roads advised that the organisation of the re-building of the dipping platform would not start in June as stated in the May 2017 minutes.

2571 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. Margaret Rothwell declared an interest as a representative and Trustee on the Village Hall Committee.

2572 Public Participation

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

2573 Financial Matters

2573.1 Accounts for payment, receipts and anticipated expenditure

Council authorised the advance payment of £863 to Test Valley Borough Council (TVBC) for the annual management of the speed limit reminder sign. It was proposed by Julian Jones, and seconded by Graham Roads, that the following accounts be paid:

Cheques to be signed	£ inc VAT
Management of SLR sign - July 2017-June 2018	863.00
Allen Build & Development - stage payment pavilion	10,113.78
Scottish Water Business Stream - Rec Ground- 1 Apri-16 June 2017	<u>26.03</u>
	<u>11,002.81</u>
 Payments made between meetings	
Allen Build & Development - stage payment pavilion	7,267.42
Allen Build & Development - stage payment pavilion	20,757.53
NEST pension - Council's payment for May D/D	22.04
The Play Inspection Company - annual inspection of playground	78.00
HALC fees & NALC levy	436.00
HALC HR consultancy	180.00
Parkinson Partnership - VAT advice	400.00
AceLiftaway - stone bags for allotments	51.00
Paul Reynolds - Internal Audit	135.00
Allan Build & Development - stage payment pavilion	29,878.63
Bank transfer fee - HSBC to TSB	<u>30.00</u>
	<u>59,235.62</u>

Council noted and approved the cheques and payments made between meetings. The largest payments in the period continued to be the stage payments for the building of the pavilion. The bank statement for May 2017 had been circulated prior to the meeting. Receipts for May had been exceptional at over £120,000 due to the transfer from TVBC of the S106 monies to be used towards the building costs of the pavilion. The bank accounts on 26th June 2017 stood at £159,002.45 of which £106,541 was intended for payment of ground maintenance of the open spaces at Morleys Green. Budget and actual costs to end May had been circulated. Expenditure had been modest apart from construction costs which would continue to dominate the accounts for the next couple of months.

2573.2 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 2016/2017. 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 2016/2017 Accounts. It was noted that the large difference in receipts from the previous year was the S106 monies for the maintenance of

Morleys Green. It was proposed and agreed that the accounts be signed by the Chairman and the RFO.

2573.3 Annual Return – Governance Statement

The Clerk then presented and explained the Annual Return which was due to be with the external auditor by 24 July 2017. 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.

2573.4 Annual Return - Accounting Statements

Council then discussed and agreed all the figures in the accounting statements 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 3rd July 2017. 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 3rd July to 11 August 2016.

2573.5 Review of salary

The Clerk withdrew while Council discussed salary rates. It was agreed that the national pay award of 1% from 1st April would apply. It was also agreed that the Clerk's experience, workload and worth had increased since the last incremental advance paid in January 2013. In recognition of that Council agreed that the Clerk be advanced an increment to SCP 25. Pro-rata this would give an increase of £30.84 a month.

2573.6 Parking signs at Morley Green

Estimates had been sought for the making of signs for 4 parking areas at Morleys Green. These had been intended to make it clear that those particular spaces were for users of the village green and the village hall. The estimates had been higher than expected. It was agreed that the parking situation would be monitored over the next 6 months to see if any problems occurred. In the meantime some research would be done on-line about suitable signs. Allan Clark suggested that a sign on the village hall notice board might suffice.

2573.7 Contracts and agreements

Council had noted the new Parish Lengthsman contract and authorised the Clerk to sign the agreement with Crawley Parish Council. Council was aware that a Calor gas tank had been installed at the pavilion following the changes in building regulations that meant electricity could no longer be used for heating and water. Council approved the selection of Eon as electricity provider to the pavilion after

some research; payments would be made by variable direct debit. A meter was expected to be provided by mid-July.

2573.8 Annual inspection of playground

The Play Inspection Company had completed its annual review of the playground and the report had been circulated prior to the meeting. Council noted that any health & safety observations made were of low, or very low, risk.

2574 Ampfield Recreation Ground Pavilion

2574.1 Progress and costs

Members reviewed the project costings and progress. Additional costs had arisen. The building inspector had insisted that an automatic closing hatch cover, linked to the fire alarm system, be fitted. This was likely to add £3500 to the project costs. Additional flooring costs of over £6000 had been incurred due primarily for the need for vinyl flooring which could withstand hard spiked cricket boots in the changing rooms. Members were already aware of the additional cost of £12,000 incurred when Calor gas had to be used rather than electricity. The Quantity Surveyor had been asked to look at the Calor gas maintenance and operations manual, which was very long and highly detailed, to identify what APC's responsibilities were. TVBC had been unable to trace the S106 monies due from the Grosvenor development. Bryan Nanson thanked Julie Trotter for producing an inventory for the pavilion and for identifying a cleaning service. Graham Roads pointed out that, despite the various unexpected costs, the project was still only about 2% over budget.

2574.2 Cricket Club garden proposal

Council had already agreed to the Cricketers' request to have a garden outside the pavilion and a picket fence. The earth had been churned up during building and turf would need to be laid. As this was outside of the scope of the project it was agreed that Bryan Nanson would try to find a separate source of funding, price the work and determine how long it would take before any new turf was usable. Tables and chairs would be borrowed from the Village Hall in the short term.

2574.3 Formal agreement with White Horse

The proposed agreement with the White Horse, for continued use of its sewerage facilities, had been circulated prior to the meeting. It was confirmed that Bryan Nanson and the Clerk would sign the document on behalf of Council once formal agreement had been received from the White Horse.

2575 Morleys Management matters

A concern had been raised about the length of the grass on the Village Green and the difficulty of getting onto it over the bank. Council considered several ways, including a sleeper bridge, in which access over the bank might be improved but none were thought to be ideal. As there had been no other complaints Council agreed to leave things as they were and monitor the situation. It was also agreed that Bryan Nanson would contact Perbury to find out about progress with the Morleys Management Committee.

2576 Highway update

A recent meeting with members of the TVBC Highways team had been productive. It had been confirmed that S106 monies were available for traffic calming measures in the village area of the parish. Updates had been given on the cycle way and Council had been encouraged to request a review of speed limits on the A3090 to Hampshire Highways. It was agreed that Romsey Extra and Hursley Parish Councils be invited to support a review. Pete Edwards would put a paper covering these issues to Council at its meeting on 10th July 2017. It was noted that Martin Hatley had remained 99% confident that the £30,000 S106 monies, originally intended for railings, would be cleared for allocation to the pavilion construction.

2577 Date of the Next Meeting

The next meeting of the Council would be held on Monday, 10th July 2017 starting at 7.00pm in the Village Hall, Ampfield

2578 Closure

The meeting closed at 8.30pm.

Chairman.....
Date.....