

## Minutes

The Minutes of the Meeting of Ampfield Parish Council held in the Village Hall, Ampfield on Monday, 14<sup>th</sup> October 2019 commencing at 7.15pm.

PRESENT: Bryan Nanson (Chairman) – Presiding  
Julian Jones, Chris Ling, Kate McCallum, David Stevens  
and Julie Trotter

The Chairman welcomed Kate McCallum to her first council meeting.

2942 Apologies for Absence

Apologies had been received from Allan Clark, Martin Hatley and Graham Roads.

2943 Minutes

The Minutes of the Meeting held on Monday, 9<sup>th</sup> September 2019, having been circulated previously, were confirmed by the Meeting and signed by the Chairman.

2944 Matters Arising from the Minutes

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

2945 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.

2946 Public Participation

No members of the public were present.

2947 Financial Matters

2947.1 Accounts for payment

It was proposed by Julian Jones, and seconded by Bryan Nanson (with the exception of cheque number 2328 which was signed by Martin Hatley), that the following accounts be paid:

**Cheques to be signed** **£ inc VAT**

JN Landscapes - access area onto the Green	391.20
PKF Littlejohn - external audit fees	360.00
AceLiftaway - allotment stones	84.00
JN Landscapes - additional work at Morleys	1,183.20
GAP-gutter bracket for pavilion}	4.97
Localiq - Clerk recruitment press advert}-Cllr Nanson	732.00
APCC - annual fee for admin of Burial Ground (in accordance with Management Agreement)	200.00
Crystal Clean Exterior Services -pavilion windows (re-issued cheque)	<u>60.00</u>
	<u>3,015.37</u>

**Payments made between meetings**

Eon electricity Sept-Recreation Ground	58.78
NEST - Sept pension payment	58.64
Office Expenses April - July 2019 D Matthews	85.65
JN Landscapes - Morleys Ground Maintenance	2,082.00
Office Expenses Ink Cartridges D Matthews	15.99
D Matthews Sept salary	636.89
HMRC Sept payments	<u>183.79</u>
	<u>3,121.74</u>

Council noted that the largest expenditure items were to do with ground maintenance at Morleys Green, partly due to parishioner requests for additional work. Council confirmed and approved the cheques and payments made between meetings. Receipts for the month of September were £19,169.98. This was due to receipt of the second instalment of the Precept. Bank balances on 14<sup>th</sup> October 2019 stood at £110,209.02 in total. Within that the Nationwide account, which was intended for the maintenance of open spaces at Morleys, stood at £67,188.67. Basic operating costs were £28,471 to end September, representing about 47% of budget spend.

2947.2 External Audit

Council noted the external auditor's report and certificate for the year 2018/19 which had been circulated prior to the meeting. The report advised that the Annual Governance & Accountability Return (AGAR) had been completed in accordance with proper practices and that there were no matters that caused them any concern. A Notice of Conclusion of the Audit would be placed on notice boards, together with the AGAR, advising parishioners of their rights to view the AGAR and how they might go about doing so.

2947.3 Finance regulations - update

NALC had issued a revised version of the Model Finance Regulations for Parish Councils. These had been reviewed and customised by the Chairman and the Clerk, and

had been circulated prior to the meeting for consideration and approval. Procedures concerning verification of bank statements, asset management and financial planning would need further consideration. In view of this it was agreed that approval be deferred until there was opportunity for further discussions at the November meeting.

#### 2947.4 Assets – new notice board

There had been no progress in acquiring and fitting legs to the new notice board intended to replace the original on the A3090 next to the post box. The noticeboard was being held by JN Landscapes pending instruction. It was agreed that they be instructed to fit legs and erect the board.

Council was pleased to note that Romsey Extra Parish Council had kindly given Ampfield Parish Council their share of the notice board on the north service road of the Straight Mile. This followed the re-organisation of boundaries in April 2019 which resulted in the movement of those properties on the Straight Mile, which were in Romsey Extra, into Ampfield Parish. Romsey Extra had no further need of their half of the board. The Clerk had thanked Romsey Extra on behalf of Council by email.

#### 2947.5 Web sponsorship

Local firms had been able to place their logo on the website, with a link to their home page, in return for an annual payment of £50. In recent years fewer businesses had renewed their support and time had been taken up in pursuing non-payments. As at 30<sup>th</sup> September there were only 2 remaining sponsors. Council agreed to stop the practice of seeking website sponsorship immediately.

### 2948 Ampfield Recreation Ground

#### 2948.1 Car Park and Playground Project – update

The application for S106 Developer Funds had just been approved at TVBC Cabinet's October meeting. Funds of over £55,000 were expected to be transferred to APC in the next few days. It had been noted previously that further levelling of the new playground area would be needed. The contractor would be instructed to take this forward. The playground would be installed as soon as possible afterwards. All new playgrounds had to be inspected for health and safety reasons. It was agreed that the Playground Inspection Company, who inspect the existing playground twice yearly, would be asked to review the new playground before use. Council had been made aware earlier that there was no value in old pieces of playground equipment, mainly for health and safety reason, and it was agreed, therefore, that the old equipment be removed and written off. A decision on whether Council's application for CIL funding was successful would be made in December. Once such funding had been approved work on the new car park could start in early 2020. Design and operational options for Council to consider would be put forward at the November meeting.

2949 Highways - traffic calming

Chris Ling had advised the Traffic Management Team at Hampshire County Council about Ampfield Parish Council's preferences from the various traffic calming measures identified by them for the 30 mph stretch of the A3090 through the Village. A response was awaited.

2950 Morleys Management

2950.1 Access to Village Green

Permission had been given from the freeholder to the removal of a 4 foot length of bank and to the erection of a post on the Village Green at Morleys. This had been done to improve access for elderly residents. Council was very pleased to note that a parishioner had offered to erect and pay for a "bridge" over the drainage ditch on the Village Green. This would provide further assistance to those with mobility problems. Design and location had not yet been agreed.

2950.2 Allotments – utilities and renewals

The water meter had been found in the road near to the allotment kitchen building. The Chairman had spoken to Southern Water and any action was now with them. The electricity meter was in the locked cupboard in the allotment kitchen building. It appeared to be an offshoot of the estate meter. The estate management company would be advised. The Chairman and Julian Jones would try to identify the exact nature of the meter. The freeholder would be asked for the electricity reading when the buildings were handed over.

It was renewal time for the allotments. One allotment holder had given up his plot and it had been offered to the next person on the waiting list; a response was awaited. There was only one remaining person on the list. It was agreed that interested parishioners would be invited to put their names forward for an allotment in the Autumn newsletter.

2951 Autumn Newsletter

Council reviewed the content of the draft Autumn Newsletter and discussed delivery rounds. The aim was to distribute the Newsletter at the beginning of November. Kate McCallum would get a quote from the printer. It was agreed that approval of the printing costs would be delegated to the Chairman and the Clerk. It was also agreed that the Chairman, Kate McCallum and the Clerk would do the proof reading.

2952 Closed Circuit Television

Chris Ling had circulated a paper prior to the meeting proposing a policy on Closed Circuit Television (CCTV) for the Sports Pavilion. The policy took account of the storage, viewing and retention of images, and of access by third parties and data subjects.

Council adopted the policy. It was agreed that the Chairman and Chris Ling could view images as well as the Clerk. It was noted that Ampfield Parish Council was registered as a data controller under the General Data Protection Regulation and the Data Protection Act 2018 and this would cover the use of CCTV. It was agreed that temporary notices would be put up to advise people of the use of CCTV and that 4 more permanent signs, costing around £60, would be bought.

2953 Website migration

Council's current website had been provided at minimal cost to the Parish thanks to the generosity of a local firm. This arrangement would no longer be available soon and a new provider would be needed. The site would benefit from a fresh look and approach. It was noted that Hugo Fox offered a free service to parish councils to host their websites together with straightforward construction and editing facilities. It was known that several local parishes used their service. It was agreed that Council would build a new website with the support of Hugo Fox. The project would be taken forward by Julian Jones, Chris Ling and Bryan Nanson.

2954 Recruitment of Clerk

The Chairman updated members about the recruitment campaign to replace the Clerk who was retiring at the end of December. The job had recently been advertised in the local press, on notice boards and the website. The level of interest was encouraging. Arrangements were in place for preliminary sift and interviews. The Chairman, Chris Ling and Kate McCallum would form the selection panel.

2955 Date of next meeting

The next meeting of Council would be held on Monday 11th November 2019.

2956 Closure

The meeting closed at 8.25pm

**Chairman**.....

**Date**.....