

## **Minutes of the Amport Parish Annual Meeting & Ordinary Council meeting held on Monday 20<sup>th</sup> September 2021, 7.00pm at Monxton & Amport Village Hall**

Present: Cllr C Harris – Chairman, Cllr S Coke - Vice Chairman, Cllr A Montagu, Cllr Mrs T Hawkings-Byass, Cllr W Hawkings-Byass, Cllr Mrs S Richardson, Cllr Mrs D Stephenson & Cllr Mrs S Baker.

Also present

Mr T Hartigan (non voting member)  
Test Valley Borough Councillor Mrs Maureen Flood  
Heather Bourner – Parish Clerk  
Sarah Hughes & Andrew Pilley- TVBC officers  
12 Members of the Public

### **1 Apologies:**

Apologies for absence had been received from Cllr T Grimshaw & Caroline Unwin-village correspondent

### **2 Resignation of Councillor & new appointments committee**

The Clerk confirmed Allan Maddern has resigned his position as a Parish Councillor. Thanks were expressed for the hard work and commitment he had provided to the Parish over many years. Cllr Harris said a new representative for the appointments committee was therefore required. He proposed Cllr Stephenson, and Cllr Coke seconded this. All agreed.

The Clerk asked all Councillors present to sign a new acceptance of office document in order that records were up to date.

### **3 Chairman's Annual Report**

**See full report at appendix 1**

### **4 Presentation by TVBC regarding Neighbourhood Plans**

Sarah Hughes and Andrew Pilley gave a presentation to all present regarding the benefits of a Neighbourhood Plan along with details of alternatives such as Parish Plans and Village Design statements. A copy of the full presentation is available on the website.

Some questions were asked as to how this interacts with the Local Borough Plan and national planning policy. A question was also asked if two smaller parishes could join together to complete the process? it was confirmed this was acceptable and consulting with adjoining parishes was recommended.

### **5 Public Participation**

A question was asked as to whether Amport & Monxton parishes should join given their close proximity. Cllr Harris said this was a matter that had been considered before and other local parishes could also be considered. Local councils in the area have now started working together on certain projects. TVBC Maureen Flood said that formally this could only happen if legal governance was followed.

A further question was asked about community communications and Cllr Harris said this was a matter that the Parish Council were starting to work on.

### **6 Declaration of Interest**

There were no declarations of interest.

### **7 Minutes of previous meetings & matters arising**

**Resolved:** The minutes of the meetings held on 21st July were confirmed as a correct record and signed by the Chairman. Proposer Cllr Coke seconded Cllr Mrs D Stephenson. All in favour.

The minutes of the extraordinary meeting held on 24<sup>th</sup> August were confirmed as a correct record and signed by the Cllr Coke Vice Chairman. Proposer Cllr Baker seconded Cllr Mrs S Richardson. All in favour.

### **Matters arising**

The matter of speed limits in the village has been raised with HCC Donnelly. A further review will be required and this will be considered when a highways representative is allocated.

The concern regarding camper vans parking overnight at the Village Green seems to have gone away as no further vans have been seen. If the problem returns erecting no overnight parking signs will be considered.

The resident having problems connecting to broadband has been offered help.

### **8 Feedback regarding food trucks on Village Green**

Tim Hartigan confirmed all feedback regarding the three trial vehicles that have used the Village Green recently was very positive. After some discussion it was agreed to continue to allow vehicles to attend on an occasional basis for the next six months. Tim Hartigan agreed to continue to monitor the arrangements

### **9 Specific reports**

**The Fen & Green- Cllr Harris** reported that the green and fen are looking good generally at present, although beginning to show some distress due to the dry weather conditions. Both are widely used by the community. Ray Welch continues to cut the green, and he has resumed cutting the fen again. Other matters to consider were arranging a work-party to place stones on the path in the fen that gets very muddy in wet conditions and replacing the wooden sign at the north end of the fen.

Cllr Baker asked if the tall grass alongside the ditch on the Village Green could be cut back. Cllrs W Hawkings-Byass and Harris and Tim Hartigan will do this. A request to erect a marquee on the Village Green in June 2022 for use to serve teas over the weekend of National Gardens opening had been received. Cllr Harris proposed agreement to this which was seconded by Cllr Baker. All in favour

**Principle & Process-**Cllr Coke confirmed he would consider the new standing orders, finance regulations, data protection, data breach, GDPR privacy statement & complaints policies and make a recommendation at the next Parish Council meeting

**Communications Cllr Baker-** said the community website is being used for Parish Council business although it is sometimes slow to get information live. She raised concerns that using this website meant the Parish Council were not complying with the Transparency regulations. The Clerk confirmed it was necessary for Amport Parish Council to comply with these regulations given the process they followed for audit returns. She explained that other Parishes had a dedicated Parish Council site to ensure all legally required documents are correctly published with links to community websites and visa versa. The Clerk confirmed there are free and easy to use sites for this purpose and that obtaining a Parish Council domain name would also make the process of supplying Parish Council dedicated emails simple. After some debate Cllr Montagu proposed the Clerk proceed to set up an independent Parish Council website, this was seconded by Cllr Baker. All in favour.

All agreed Mark Barret had done an excellent job in setting up the community website and Cllr Harris will discuss with him how the Parish Council site and community site can link so that both continue working together.

Finally a walk & talk session when councillors visit an area of the parish and talk to any passing residents will be considered, before the fine weather passes.

**Footpaths- Cllr Mrs Hawkings-Byass** confirmed all paths have been cut twice since the last meeting and she is working with land owners to get those they are responsible for cut back.

**Play are & safety checks-** Cllr Richardson confirmed she had checked the play area and all the wooden structures need to be pressure washed and treated. The ground under the tepees needs to be levelled and it was suggested matting be laid. Cllr Baker agreed to liaise with the school and try to set up a PTA working group to help with repairs. In the meantime, Cllr W Hawkings-Byass will carry out some repairs.

**School Liaison – Cllr Baker** said she is working with the school to set up initiatives to get the school involved in the community.

Concerns were raised about parking at school drop off and collection times. This is often inconsiderate and dangerous. The Clerk will contact the Police and try to arrange a visit by a PCSO.

### **Other areas of responsibility to consider-**

**Finance-** Cllr Coke had agreed to take on this responsibility and will arrange to meet with the Clerk to discuss

**Highways –** There were currently several issues in the parish, speeding, parking at school, and parking at The Hawk. Currently this responsibility is vacant but will be reconsidered after co option of a new Councillor.

### 10 Southern Water over pumping & water quality

Cllr Grimshaw was absent but had circulated a full report which can be viewed on the Parish Council pages of the community website.

### 11 Solar farm Plans

Cllr Montagu confirmed a recent presentation by the developers received supportive feedback. Discussions regarding financial community benefit are taking place between the developers and the three Parish Councils affected.

### 12 Avenue of Trees

Tim Hartigan reported on a successful meeting with a tree specialist who will be drawing up a design plan for the project which she will make available in early October. It is hoped planting will take place over the winter. Cllr Tessa Hawkings-Byass will join this working team following the resignation of Allan Maddern.

### 13 Clerks report

Website & transparency regulations & dedicated email addresses- see report in communications  
DATA protection & GDPR- see report in principle & process  
Subscription to HALC & Cllr training- The Clerk provided details of the benefits of subscribing to HALC along with a quote for an annual cost. After a short discussion it was unanimously agreed to subscribe. The Clerk was asked to organise this and also to arrange some training for all Councillors.  
Online banking – The Clerk confirmed online banking was now operational. She is able to set up payments which are authorised by Cllr Harris. Another Parish Council operator was required and it was agreed Cllr Baker should be added.

### 14 Queens Platinum Jubilee 2022- Planning Celebrations

Cllr Richardson is working with others in the community planning events to celebrate the Queens Platinum Jubilee. Discussions are in early stages and further details will be shared at the October meeting. The Clerk will share some information made available by HALC.

### 15 Defibrillators

Following discussions at the last meeting Cllr Harris said he is still awaiting a response from Rosebourne regarding the possibility of siting a defibrillator on their premises. It was agreed one should be fitted at the Village Hall once the new build is complete and that the school could be approached regarding the possibility of fitting one at the site. The Clerk said she will establish if a machine sited at one business in the Mayfield industrial site would be available for use by members of public.

### 16 Finance

The bank balance as 31/08/2021 was as follows:  
Lloyds treasurers £18153.32  
Lloyds deposit £12220.85

### Payments

**Resolved:** that the following payments be approved,

H Bourner salary	£299.92
HMRC	£75.00
H Bourner exp.	£92.63
Monxton Village Hall	£96.00
Electric DD	£6.67
Chris Harris	£6.00
Sue Richardson	£85.00
TVBC	£424.32
Carl Cafferty	£60.00
Ray Welch	£237.00
Brian Pearce	£180.00

### Retrospective

H Bourner Salary	£299.94
HMRC	£74.80

Ray Welch	£242.00
Electric DD	£5.95

A request had been received from the church for a financial donation toward the purchase of a new lawnmower. This was discussed. Cllr Baker confirmed that this was not urgent given that grass growth is now slowing down but would be needed for next spring. Cllr W Hawkings-Byass said he would research available models as he may be able to gain some discounts. The matter could then be discussed at the next meeting.

## 17 Borough & County Councillor Reports.

HCC Chris Donnelly was not present but had sent a recent report which had been shared with all Councillors. In the main this was about the work being carried out to support children and young people with mental health issues.

### TVBC Councillor Maureen Flood reported as follows

Electoral Commission Annual Canvas -Test Valley Borough Council have started the annual update of the electoral register. The communications for the annual canvass will be either via electronic or paper. A letter or an email will be sent to households asking for registration.

Funding to provide new houses for those in need -Test Valley Borough Council has been granted close to £1 million after a successful bid in partnership with Two Saints, Vivid and Aster, that will increase opportunities for those at risk of rough sleeping to have a place to call home. A total of ten properties throughout Test Valley will be purchased by Aster and Vivid using the money, with specialist support provided to tenants by Two Saints.

#### Tree Planting.

Over this autumn and winter Test Valley will plant 10,000 trees – young trees or ‘whips’ & standard trees e.g. hazel, hawthorn, field maple, beech oak and lime across the Borough. If appropriate land can be identified TVBC hope to plant a similar number of trees in each of the next three years.

#### Afghanistan Refugees

Test Valley Borough Council is working alongside local partners to help refugees from Afghanistan who fled the country following the recent crisis. The authority, along with colleagues from Hampshire County Council and the NHS, is providing hands-on support to eight families currently staying on a short-term basis in the borough, while plans are made for their futures in the UK.

## 18 Planning

The following decisions by TVBC were noted:

**21/01797/TREEN**- tree work, Brooklands, Wiremead Lane- no objection

**21/01597/FULLN** Single storey rear extension -Sherborne Lodge , Furzedown Lane, Amport- permission

**21/01945/CLPN** Certificate of lawful proposed use for the erection of an outbuilding - Woodside House , Furzedown Lane, Amport -issue certificate

**21/02026/PDAAN** Prior notification under Class AA for additional single storey above existing bungalow (Max additional storey height 2.52m) -Hillside Farm, Middlecot, Quarley – prior approval not required

**21/02069/FULLN** Conversion of outbuilding to home office/bedroom/bathroom - Witcham, Georgia Lane, Amport- permission

**21/02125/PDHN** Notification of proposed works to a dwelling - Single storey rear extension (length from rear wall of original dwelling house 8 metres, height 3.10 metres, height to eaves 2.90 metres) -Hillside Farm, Middlecot, Quarley - prior approval not required

**21/01892/TREEN** Three trees overhanging (X - Ash, Y - Ash and Z - Cherry), cut back to boundary, remove branches interfering with cables tree Y by 3m and tree Z by 2m and cut back overhanging limb on tree X by 3m -6 Sheppard's Cottages, The Green, Amport – no objection

**21/02207/TREEN** - T1 and T2 - Willow - Severely pollard -Sarson Mill, Monxton Road, Amport - no objection

**21/02207/TREEN**-pollard willows- Sarson Mill- no objections

**21/02069/FULLN**- conversion of outbuilding-Witcham, Georgia Lane- no objections

**21/02346/TREEN** tree works, The Bothy, Furzedown Lane- no objections

**21/02390/TPON**- tree work-Rivendell, The Limes- no objections

**21/02377/FULLN**- alterations to garage, porch garden room 7 dining room- Bramley, Dauntsey Lane, Weyhill- no objections

**21/02410/FULLN**-erection of new dwelling to replace fire damaged-West View, Sarson Lane- no objections

**21/02069/FULLN**- Amport House conversion to hotel- support

**21/02191/CLEN**- application for certificate of lawfulness, Orchard Office, Fox – **Objection, now withdrawn**

**Resolved:** that the planning advisory committee's approval on the following applications were endorsed:

21/02495/VARN- variation of approved plans Georgia Farm Buildings- no objections

21/02542/CLPN- certificate of lawful development- Hillside Farm, Middlecot – no objections

### **Update on Amport House**

It is possible the application may be heard by Northern Area Planning Committee however the date for such a meeting cannot be certain at present. HCC highways still have to respond to the various concerns raised regarding traffic. The application will continue to be monitored and communications will continue with the owner.

### **19 Any other business –**

Cllr Harris highlighted an upcoming Resilience forum and asked anyone wishing to attend to register with the Clerk who will book a place.

The bus shelters are being re painted with help from the local Sea Scout group. The one opposite the school has been done and the one at The Hawk will be tackled next.

Cllr Harris highlighted an email regarding a broadband upgrade to all those users on the Abbotts Ann exchange. Households need to register to take advantage of this and further details as to those in Amport who could benefit will be clarified.

Finally, Cllr Harris highlighted details of a Southern Water vulnerable person helpline details will be posted to the website.

### **20 Date of next meeting**

**The next meeting will be on Monday 18<sup>th</sup> October 2021, 7.30pm at Monxton & Amport Village Hall**

## **Appendix 1**

### **AMPORT PC REVIEW OF THE YEAR– by Chris Harris, Chair Amport PC**

Since the last Parish review, over two years ago, everyone has experienced the Covid pandemic. Daily life has been disrupted, for everybody of all ages. We mourn those who have passed away. We have learnt new words and phrases, such as “furlough”, “social distancing”, “self-isolation”, and “double vaccination”. We have also had Brexit.

At Parish level, there has also been much change. Amport Parish Council, or APC, is here to represent you, the residents, whenever we can. In the early days of the pandemic, APC organised the PCS initiative, to provide community support. In the past year or so, new members have joined the Parish Council. I became the Chair in March 2021. Other members of the Council at this time, from various parts of the Parish, are Stephen Coke, vice-chair; Tim Grimshaw; Sally Baker; Alan Montagu; Sue Richardson; Tessa Hawkings-Byass; Diana Stephenson; and Will Hawkings-Byass. Tim Hartigan is also a non-voting attendee at our meetings. All are volunteers, who give their time, when they can, to the community.

The Council also has a new clerk, Heather Bourner, who replaced our long-serving clerk, Suzanne Hoare, this year. We sometimes have vacancies for full members, which are advertised locally, and if needed there are elections every four years. If you are not a member of the Parish Council, do not be put off getting involved in your community. There are many tasks in the Parish that are undertaken by ordinary people – to benefit everyone. Things – whatever the size and complexity - get done by local people. Public resources are scarce. If you don't put your hand up, who will?

Over the past two plus years, some former Councillors have stood down. After many years on the Council, most recently as Chair, Ian Long resigned in March 2021. Ian led the PCS initiative, and organised Zoom calls with the village when we needed them. Nick Hoare was vice-chair. We have also had notable service from Allan Maddern, Jill McAvoy, Angela Reckitt, and others.

APC has been busy in the past year. We spent several months holding meetings on Zoom. The PC is now back to monthly in-person meetings, open to the public. We have a range of hard-working people on the Council. Between the members, there is expertise in several disciplines – for example in accounting,

finance, law, construction, communications and PR, hotels, and travel. There is simply not enough time for the members of the Council to accomplish everything that we would ideally like to do, with the limited time and resources available. By way of example, let me identify some of the projects that APC is involved with at present.

First, **Southern Water**. In the last year, this Council has led a group of 7 local parishes in engaging with Southern Water, the Environment Agency and Hampshire County Council in seeking significant improvement in the performance of Southern Water. Southern Water is now committed to spending money on its infrastructure. It may take a little time for the community to see the benefits of this work, but progress is being made.

Second, **Amport House**. Another Place bought the site in 2020 with a view to opening a hotel in Amport in 2023. Most of their ideas are positive. APC has worked alongside the developers in supporting their ideas. Another Place recently submitted their planning documents which have been discussed in the Parish. APC remains positive to the development but we have identified several areas of concern in the planning submission, mainly traffic-related. I was told today that Another Place is working on their response to the comments received, but crucially they are awaiting a response from Highways England before they can respond to the local concerns. The whole planning issue is expected to come before the TVBC Northern Area Planning Committee on 18 November.

Third, **Lains Solar Farm**. Corylus, a solar farm developer, is planning to construct and run a solar farm on land adjacent to the existing solar farm at Lains Farm, within this parish to the west, opposite Thruxton Racing Circuit. APC has been engaged with this project, working with the neighbouring parishes of Quarley and Thruxton. Corylus was persuaded to modify its initial plans so as to fit better into the landscape, and the plans were on display recently.

Fourth, **Communication** with the Parish. The current PC knows there is room for improvement in communication within the Parish. We are working on it. We have a website at [amportvillage.org](http://amportvillage.org) Communication however remains a twoway process – so the PC welcomes hearing from parishioners whenever they have a concern or idea that should be brought to our attention.

Fifth, **Neighbourhood Planning**. Parishioners may know that this Parish, and possibly with neighbouring parishes, have the option of developing a neighbourhood plan. It provides an opportunity for finding out what you, the Parishioners, want. This issue will be explained more later.

Sixth, **Planning** generally. It remains the function of the PC to consider and comment on planning applications to TVBC, albeit our actual powers are very limited. Most plans are sensible, affected residents are consulted, and the PC will only object where we feel it is justified.

Seventh, the proposed **avenue of trees** on Haydown Farm. APC is working with the landowner and a charity that will hopefully result in an avenue of trees running from the water tower across Haydown Farm, for the benefit of the community today and for future generations.

Eighth, **road traffic**. The traffic conditions in the Parish are becoming more of a concern, an issue more in focus as a result of the Amport House proposals. We seek to ensure that traffic conditions generally are managed, but your feedback is welcomed. A particular concern at present is the parking outside The Hawk.

Ninth, **footpaths**. APC has a supervisory responsibility for public footpaths across the Parish, and to make sure they are cut when necessary.

Tenth, the PC remains responsible for the **Green** and the **Fen**, including maintaining the play equipment. APC does its best to keep the area clean and green, but again we rely in part on volunteers. If you are a user of this area, please treat it as if it was your own garden. Last year, new trees were planted and dead or dying trees were replaced. If you have ideas as to how the green and fen can be improved, whilst maintaining its character, please let any member of the PC know. Even better, volunteers to do improvement work are encouraged. One experimental idea that is being trialled at present is to invite occasional food vans that visit on designated evenings.

Eleventh, APC is seeking to liaise closely with **Amport School**, which is integral to the village and a major user of the Green.

Twelfth and last, **the Monxton and Ampport Village Hall**. The good news is that TVBC has announced that CIL funding will be made available to enable this hall to be renewed in the near future. APC is involved with Monxton PC in the delivery of this project.

In the background, we have the services of Heather, our clerk, who keeps us all efficient and in order. So what else is coming up? In the Autumn, subject to covid, it is hoped that APC will be able to implement a programme postponed from pre-Covid times, namely a “walk and talk” on a regular basis. This will involve members of APC visiting the less visible areas of the Parish initially to develop interaction with local residents. Also, we are seeking to renovate the bus shelters in the parish, with the enthusiastic help of the local Sea Scouts.

As a resident, you may ask what can the Parish Council do for you? The PC may sound boring. Some may say APC doesn't do anything, despite the activity described above. But if you want someone to speak up for you and for the community, the PC is what there is. If you are involved in a group of people, irrespective of age, please think of having someone who engages with one or more members of APC whenever you spot a need. APC knows there are needs in the community, but we are not all-seeing on all issues, or have a dominance of wisdom, and above all are just a group of volunteers. Only with your help can we do our best to try and make improvements. But please remember that there are things which APC can properly do, and things it cannot.

APC hopes you all have a good year ahead.

