

UPPER CLATFORD PARISH COUNCIL

MINUTES FROM THE MEETING HELD ON WEDNESDAY 12TH OCTOBER 2016

AT 7.30PM IN THE KING EDWARD VII MEMORIAL HALL

THESE MINUTES REMAIN A DRAFT UNTIL AGREED AS A CORRECT RECORD AT THE NEXT MEETING TO BE HELD ON WEDNESDAY 9th November 2016

Present:	Parish Cllrs S Kennedy (Chairman), S Butler (Vice Chairman), A Newell, Mrs C Williams, A Wilson, P Butler (from item 4), TVBC Cllr G Stallard Minutes – C Emmett, Parish Clerk
Apologies:	TVBC Cllr M Flood, HCC Cllr A Gibson

1	Apologies for absence As above	
2	To receive and accept declarations of interest Nil	
3	Public Participation 1 member of the public attended until item 18	
4	To approve the minutes from the meeting held on 14th September 2016. Councillors agreed that the minutes were a correct record of proceedings. Cllr S Kennedy signed and dated the minutes to confirm this resolution.	
5	<p>To receive the Clerk's progress report since the meeting held on 14th September 2016.</p> <p>a. Item 5b. The Parish Council must write to Pensions Regulator by staging date (1 Jan 17) confirming review and that employee will not be taking up a pension under the new pension Pending, to be submitted before the next meeting</p> <p>b. Item 5m Hasten quotes for sports field hedge cutting. Received, approval given and task completed Complete.</p> <p>c. Item 5n. Contact Estate agents re hedge at Old Post Office. Hedge was cut in w/e 30 Sep. Complete It was noted that a branch is now hanging down over the pavement which will need removing</p> <p>d. Item 5p. Review financial regulations against new HALC model. To be adopted on annual review with appropriate changes to other procedures at the AGM</p> <p>e. Item 7. Horse Meadows contractor vehicles Cllr Flood has confirmed that condition 06 reads " Construction vehicles shall only access Red Rice Road from Fullerton Road. Complete</p> <p>f. Item 8. Yellow Lines Cllr Gibson agreed that he or Cllr Flood would contact appropriate individuals regarding the parish yellow line issues if a reminder email could be sent to him. On 23 Sep he confirmed – Highways have programmed the lines that you requested and it may already have been done and if not it will be done quite soon as it is in the work schedule.' Lines by pub now repainted but not those in Foundry Rd. Cllr Stallard agreed to speak to TVBC enforcement staff. Complete</p> <p>g. Item 8. Cllr Gibson agreed to take up the issues regarding the road surface at the bottom of Sam White's Hill and the cutting of RBW No14. Update pending</p> <p>h. Item 10.1. Clerk to raise BBPF cradle swing design observation with the manufacturer. Awaiting photograph Pending</p> <p>i. Item 10.3. Balksbury Bridge Playing Field. Dip see item 10.3 Complete</p> <p>j. Item 10.4a. Wicket maintenance as quoted by Greensleeves on 15 Aug 16 was approved. Greensleeves notified. Complete</p> <p>k. Item 10.4a. Cllr S Butler authorised to negotiate the purchase of the UCCC sale items listed. See item 10.4. Complete. Ongoing</p> <p>l. Item 10.4a. The Clerk was to write-off the old mower currently on the asset register. Complete</p> <p>m. Item 10.4c. Showers to be isolated and drained down. Discussed with plumber. Proposed action to be confirmed with SWMS on 21 Oct. Complete</p>	<p>Cllk</p> <p>Cllk</p> <p>Cllk</p> <p>Cllr GS</p>

	<p>n. Item 11a. Foundry Road Tree stump needs re-treating with chemical to induce rot. D Dredge agreed to do it later this week. Complete</p> <p>o. Item 11b. Tree Survey. The Clerk was asked to make contact with Sparsholt College. Contacted on 16 Sep. Unfortunately, they are unable to help for commercial liability reasons. Complete</p> <p>p. Item 11c. Willow in BBPF might be moving. It should be surveyed. D Dredge emailed 10 Oct 16. Complete</p> <p>q. Item 12.2 Clerk to take remedial action regarding the street light that does not work. Subsequently found to be working. Complete</p> <p>r. Item 14.e. Neighbourhood Planning Event 24th Oct 16 Crossfield Hall Romsey 6 – 8pm. Cllr A Wilson has volunteered. Clerk to bid for place. Complete</p> <p>s. Item 15. Bonfire notification and Risk Assessment sent to insurers on 19 Sep 16. Approved Complete</p>																		
6	Planning – Planning sub-committee to report on the following applications:																		
6.1	16/02124/FULLN. Strathann, Balksbury Hill. Erection of lean to porch. No Objection submitted																		
6.2	16/02371/FULLN. Badgers Cottage, Valley Rise. Various extensions. (Retrospective). Process discussed with Cllr Stallard. On Circulation																		
6.3	16/00198/FULLN Farm Shop, Foundry Rd. Approved subject to conditions and notes by TVBC																		
6.4	15/02948/FULLN Horse Meadow. amendment to the roofline. Approved subject to conditions and notes by TVBC																		
7	<p>Borough Councillor Report Cllr Stallard raised the following:</p> <p>a. A reminder about the Resilience Forum in Longstock on 14 Oct 16</p> <p>b. Small Business Grants have been made to 5 companies recently. See TVBC website.</p> <p>c. TVBC Accounts have been approved by auditors with a strong VFM ranking</p> <p>d. Cllr Stallard will be attending the Recycling Strategy meeting in Winchester. (Cllr P Butler temporarily left the meeting)</p> <p>There was discussion about actions to regenerate the town centre. On conclusion the Chairman thanked Cllr Stallard who then left the meeting</p>																		
8	County Councillor Report Nil																		
9	Finance:																		
9.1	<p>To receive and approve the financial statement for the period 1st September 2016 – 30th September 2016. It was noted that Chalk Pit Rent due on 25 Sep has been paid on 5 Oct. Payment dates had been discussed with ANT who offer to set-up monthly direct debit from 1 Jan 17 to pay future dues from 25 Dec16 – 30 Nov 17 when the current contract ends. This is a variation on the contract that says 3 months in advance by the 'quarter day'. The Council resolved to accept the monthly payment by SO as offered. The Chairman agreed to ask the surveyor to inspect the property, as he had at the start of the contract, and report on any works needed. The Chairman signed and dated the statement to confirm acceptance.</p>	Clk SK																	
9.2	<p>To approve payments to be made.</p> <table> <thead> <tr> <th>Amount</th> <th>Payee</th> </tr> </thead> <tbody> <tr> <td>£60.00</td> <td>Web Works2</td> </tr> <tr> <td>£450.00</td> <td>Arboriculture Services</td> </tr> <tr> <td>£600.00</td> <td>Upper Clatford Cricket Club (Equipment)</td> </tr> <tr> <td>£21.54</td> <td>SSE</td> </tr> <tr> <td>£336.00</td> <td>C Emmett (Salary)</td> </tr> <tr> <td>£84.00</td> <td>HMRC (PAYE)</td> </tr> <tr> <td>£15.00</td> <td>C Emmett (Expenses)</td> </tr> <tr> <td>£427.99</td> <td>C Emmett (Laptop & Software)</td> </tr> </tbody> </table>		Amount	Payee	£60.00	Web Works2	£450.00	Arboriculture Services	£600.00	Upper Clatford Cricket Club (Equipment)	£21.54	SSE	£336.00	C Emmett (Salary)	£84.00	HMRC (PAYE)	£15.00	C Emmett (Expenses)	£427.99
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	<p>£46.72 Southern Water £162.00 BARSU (AVPF)</p>	
9.3	<p>Annual Budget Planning Items/Date The Finance Sub-Committee will meet in the Village Hall at 7.30pm on Mon 7 Nov 16 to discuss next year's budget. (Cllr P Butler returned)</p>	
10	<p>Playing Fields</p>	
10.1	<p>To report the weekly Monitoring of Play Park Equipment. It was noted that the swing seated in Anna Valley has lost more of the black mat finish. No other points noted.</p>	
	<p>Anna Valley Playing Field.</p>	
10.2	<p>a. Climbing frame base refurbishment. Frame rebuilt, base weeded and raked. Additional wood chip is to be ordered. b. Quote for both fitting the seat and replacing the bearings received from supplier. Labour costs include travel and could be reduced to £200 if done when in the area. An alternative play area company will have reps in the area on 1 Nov and will discuss their costs.</p>	<p>Clk</p> <p>Clk</p>
	<p>Balksbury Bridge Playing Field</p>	
10.3	<p>a. Concern was expressed that simply filling the dip might not resolve the water pooling. HCC have been contacted and it will be looked at by the Flood and Water Management Team b. Sapling are growing up the fence line and need removing</p>	<p>Clk</p>
	<p>Sports Field</p>	
10.4	<p>a. Cllr Butler confirmed purchase of UCCC items (mower, scoreboard, hand roller, stumps and umpire coat, kitchen equipment and possibly the mechanical roller. Equipment serial numbers are required for Asset Register and a key for the Clerk. b. The Clerk is to confirm with TVBC that grass cutting stopped at the end of Sep</p>	<p>SB</p> <p>Clk</p>
11	<p>Trees and Open Space The following matters were raised: a. Survey – Cllr Williams agreed to hasten the survey report and funding. If it is not available, the Clerk should be tasked with commissioning a new contractor. b. D Dredge has agreed to look at and report on the Willow in BBPF c. A summary of correspondence received and actions taken regarding trees and vegetation along a parishioner's fence line. The tree has been pruned and vegetation will be cut back with the shrubbery cut.</p>	
12	<p>Footpaths and Highways</p>	
12.1	<p>Cllrs to report any highways or footpath issues. Cllr Butler reported that concrete slabs parts had slipped from the garden banking at the start of footpath 3. The Clerk is to write to the occupant and request it be cleared. He also asked that we remind Cllr Gibson about Sam Whites Hill and RBW No 14 cutting</p>	<p>Clk</p> <p>Clk</p>
12.2	<p>Cllr Newell to report any street lighting issues Nil</p>	
13	<p>External Committees and Events Cllrs Kennedy and S Butler had attended HCC's Future of Local Government in Hampshire meeting recently and summarised the event where devolution options were discussed. HCC's still have an objection to elected Mayors. Cllr Kennedy expressed concern that the 3rd tier contained large town councils and small parishes.</p>	<p>Clk</p>
13.1	<p>Cllr S Butler report on changes to the website. Cllr Butler asked the Clerk to ensure approved Minutes appeared as such on the website</p>	
13.2	<p>Cllr Mrs Kennedy to report of upcoming events at the Village Hall Cllr Kennedy mentioned the work going on to improve the car park, the film due on Monday (Love and Friendship) and the play due to be staged on Sat 15 Oct.</p>	
14	<p>Correspondence and E-mail. Clerk to report the correspondence received a. Casual Vacancy notice on resignation of J Foster received for display. Displayed pm 20 Sep – 11 Oct 16</p>	

	<ul style="list-style-type: none"> b. HALC advised that local councils consider the 2017/18 Local Government Financial Settlement consultation and respond. c. E mail from parishioner complaining no action had been taken in the 2 months since she written about trees overhanging her garage. This is incorrect and was actioned within a week. The Clerk visited and discussed matters on 6 Oct 16. d. TVCS Volunteer Awards Notice. Nominations to be returned by Friday 16th Oct 16. e. Test Valley Resilience Forum - Saturday 29 October, Longstock Village Hall. f. CPRE Sep Newsletter. Sent to all Cllrs. g. CPRE Hampshire Funding Appeal letter. h. Notification from TVBC Enforcement (via Cllr Flood) advising that a licence has been agreed with TVBC for Town Mills pub to use the land at rear as a beer garden i. Manor Rise Flats – A copy of Revised Planning Application letter which has been sent to all neighbours. The applicants will host a meeting in the Church, Meadow Room at 6.30pm on Mon 17 Oct 16 	
15	<p>Annual Bonfire</p> <ul style="list-style-type: none"> a. First Aid. Cllr P Butler is a qualified First Aider and volunteered to provide the cover. The occupants of Coachman's Cottage have agreed to allow use of a room for any treatment. b. Insurers confirmed they will cover the bonfire as arrangements are the same as previous years. c. Poster. Cllr P Butler offered to make the poster advising of the event safety aspects. There is to be no building of the fire before 29 Oct 16 and only garden waste is to be used. d. Fence. Cllr S Butler will arrange for it to be erected. e. Crook & Shears. The new landlady has offer to provide a BBQ and drink sales. The Clerk is to notify the insurers. 	<p>PB</p> <p>Clk</p>
16	<p>Eco Fair There was some discussion about the possibility of an Eco Fair on the sports field next summer to generate revenue. Cllr S Butler asked for volunteers to help plan and run it.</p>	All
17	<p>Council Vacancies There discussion about the need to fill vacancies. It was decided that the 2 CVs received should circulated and individuals be considered for interview.</p>	Clk
18	<p>Confidential Item The public and the press may be temporarily excluded using the authority of the Public Bodies (Admission to Meetings) Act 1960.</p>	
19	<p>Councillors to request any items to be included within the agenda for the Meeting to be held Wednesday 9th November 2016</p> <ul style="list-style-type: none"> a. Budget Recommendations from the Finance Sub-Committee 	

The Meeting closed at 9.40 pm