

## UPPER CLATFORD PARISH COUNCIL

MINUTES FROM THE MEETING HELD ON WEDNESDAY 8TH FEBRUARY 2017  
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 8<sup>th</sup> MARCH 2017

Present:	Parish Cllrs S Kennedy (Chairman), S Butler (Vice Chairman), Mrs C Williams, P Butler (from item 6), P Heslop, A Wilson, TVBC Cllr M Flood, HCC Cllr A Gibson Minutes – C Emmett, Parish Clerk
Apologies:	TVBC Cllr G Stallard, Cllr A Newell

<b>1</b>	<b>Apologies for absence</b> As above	
<b>2</b>	<b>To receive and accept declarations of interest</b> Nil	
<b>3</b>	<b>Public Participation</b> Nil	
<b>4</b>	<b>To approve the minutes from the meeting held on 11th January 2017</b> Councillors agreed that the minutes were a correct record of proceedings. Cllr S Kennedy signed and dated the minutes to confirm this resolution.	
<b>5</b>	To receive the Clerk's progress report since the meeting held on 11th January 2017 <ul style="list-style-type: none"> <li>a. Item 6.2 Clerk to copy Toolkit to all and VDS to Cllrs P Butler and A Newell. <b>Complete</b></li> <li>b. Item 10.2 AVPF Empty Bin. <b>Complete</b></li> <li>c. Item 10.2 AVPF The 'Under 8' sign should be replaced. <b>Complete</b></li> <li>d. Item 10.2 AVPF Roundabout bearings. See item 10.2. <b>Pending</b></li> <li>e. Item 10.2 AVPF Roundabout Seat. See item 10.2. <b>Pending</b></li> <li>f. Item 10.3 BBPF See item 10.3. <b>Pending</b></li> <li>g. Item 10.3 BBPF Clearance quotes obtained. See item 10.3 <b>Complete.</b></li> <li>h. Item 10.3 BBPF Picnic Bench, see item 10.3 <b>Ongoing</b></li> <li>i. Item 10.4. Sportsfield locks need changing <b>Complete</b></li> <li>j. Item 10.4. Sports field. Cricket hire rates to be discussed with Cllr Butler. See item 10.4. <b>Complete</b></li> <li>k. Item 11. Tree Survey. Accept Survey quote that from Simon Stevens who was also to be asked to view the recently pollarded ash by Brook House. <b>Complete</b></li> <li>l. Item 11. Willows BBPF. Clerk to confirm with contractor (Arboriculture Services). <b>Complete</b></li> <li>m. Item 11. Bonfire Waste. <b>Complete</b></li> <li>n. Item 12.1. RBW 14 Clerk contact HCC. <b>Complete.</b></li> <li>o. Item 12.1. Lengthsman Scheme. Obtain update from Cllr Gibson. No further HCC funding available. UC are first on waiting list. <b>Complete</b></li> <li>p. Item 12.2 Illuminated Speed Warning Signs. A grant application submitted and HCC Roads hastened. <b>Complete</b></li> <li>q. Item 12.3. Submit Footpath Priority Cutting List to HCC. Complete 12 Jan</li> <li>r. Item 14.a. Confirm SSE Contract renewal. <b>Complete</b></li> <li>s. Item 14. Copy Mayor's Charity Appeal Event to Cllr PH. <b>Complete</b></li> <li>t. Item 14. Neighbourhood Watch Dec Newsletter. Copy to Cllrs SK, PH, PB and AN. <b>Complete</b></li> <li>u. Item 15. Write to website advertisers. <b>Ongoing</b></li> </ul>	
<b>6</b>	<b>Planning</b> <ol style="list-style-type: none"> <li><b>1. Planning sub-committee to report on the following applications:</b> <ol style="list-style-type: none"> <li>a. <b>17/00140/FULLN &amp; 17/00141/LBWN Reed Cottage</b>, Upper Clatford – Remove single storey extn and replace with two storey extn (amended scheme). Currently on circulation for submission by 17 Feb 17.</li> </ol> </li> <li><b>2. Village Design Statement Review.</b> The Chairman said she thought an addendum to the existing VDS might be appropriate and had drafted a proposal. This will be circulated to Cllrs for comment or approval.</li> <li><b>3. The Old Post Office.</b> There was concern about the state of the Old Post Office which has had a tarpaulin on the thatch for some time. The property is unoccupied</li> </ol>	<b>SK</b>

	<p>and advertised for sale. TVBC Conservation Officer has been contacted and has agreed to look into it.</p> <p>4. <b>ERA Park.</b> The Parish Council have been asked to comment on pre-planning application proposals for either small warehousing units or a residential development but decided that it would only be able to comment when and if it receives a planning application.</p>																					
7	<p><b>Borough</b></p> <p>1. <b>Borough Councillor Report</b> Cllr M Flood raised the following:</p> <p>a. Leisure Centre. An exhibition of the proposals for the new Andover Leisure Centre, being held by Places for People Leisure and Test Valley Borough Council (TVBC) on Wednesday, 15 February 2017 at The Lights theatre from 3pm to 8.30pm.</p> <p>b. Community Litter Picking. She had raised the matter within TVBC and information has been sent to the Parish Council.</p> <p>c. A Cllr asked about the reported failure of the ANR system for the Andover Business Park by 100 acre roundabout. Cllr Flood stated that Overview and Scrutiny Committee (OSCOM) were contacting HCC on this matter. She also offered to would forward links to the latest development applications for that park: (17/00304/FULLN   Proposed B2 and B8 facility for food processing, 17/00266/ADVN   Installation of replacement non-illuminated totem sign, 17/00043/OUTN   Outline - Erection of up to 61,369sqm of class B1C (Light Industrial), B2 (General Industrial), B8 (Storage and Distribution) business park buildings)</p> <p>2. <b>Electoral Review of Test Valley: Warding Arrangements</b> The Boundary Commission has invited comments from parishes on future warding arrangements as Test Valley reduces from 48 to 43 Cllr. There is to be a full meeting of TVBC on 23 Mar 17 to formalise their warding proposals to the Commission which will invite further public consultation, probably in Jun/Jul/Aug. The Parish has no comment at this time.</p>																					
8	<p><b>County Councillor Report</b> Cllr A Gibson reported:</p> <p>a. Council tax was to rise by 4.99%</p> <p>b. Highways. There will be significant changes on the operation of the Highways dept announce shortly. Pot hole repair could be improved and to that end Highways have invested in new equipment.</p> <p>c. Gritting Lorry. The report and photographs of the gritting lorry crossing the bridge on Church Lane has been forwarded to Highways. Cllr Gibson agreed to have the bridge structurally checked as requested by Cllrs.</p> <p>d. Lengthsman Scheme. Unfortunately, the Parish will be unable to join the HCC scheme at present as all funds are committed to those already in the scheme.</p> <p>e. Grants. While the speeds signs grant application has been received Cllr Gibson stated his allocation had now already been committed. The application would remain extant and be looked at next year.</p> <p>f. RBW 14 was discussed as feedback from HCC suggested the ramblers had done it. This was probably feedback from the summer rather than a response to the request raised on 18 Jan 17.</p>																					
9	<p><b>Finance:</b></p> <p>1. <b>To receive and approve the financial statement for the period 1st January 2017 – 31st January 2017.</b> The Chairman signed and dated the statement to confirm acceptance.</p> <p>2. <b>To approve payments to be made.</b></p> <table> <thead> <tr> <th>Amount</th> <th>Payee</th> </tr> </thead> <tbody> <tr> <td>£341.00</td> <td>C Emmett (Salary)</td> </tr> <tr> <td>£84.00</td> <td>HMRC (PAYE)</td> </tr> <tr> <td>£59.36</td> <td>C Emmett (Lock purchase refund)</td> </tr> <tr> <td>£525.00</td> <td>Arboriculture Services</td> </tr> <tr> <td>£40.35</td> <td>British Gas Trading Ltd (Pavilion)</td> </tr> <tr> <td>£566.80</td> <td>Test Valley Borough Council (GM031)</td> </tr> <tr> <td>£18.00</td> <td>HALC (Training)</td> </tr> <tr> <td>£10.00</td> <td>BARSU (Hole filling)</td> </tr> <tr> <td>£30.00</td> <td>B&amp;A Baker Ltd</td> </tr> </tbody> </table>	Amount	Payee	£341.00	C Emmett (Salary)	£84.00	HMRC (PAYE)	£59.36	C Emmett (Lock purchase refund)	£525.00	Arboriculture Services	£40.35	British Gas Trading Ltd (Pavilion)	£566.80	Test Valley Borough Council (GM031)	£18.00	HALC (Training)	£10.00	BARSU (Hole filling)	£30.00	B&A Baker Ltd	
Amount	Payee																					
£341.00	C Emmett (Salary)																					
£84.00	HMRC (PAYE)																					
£59.36	C Emmett (Lock purchase refund)																					
£525.00	Arboriculture Services																					
£40.35	British Gas Trading Ltd (Pavilion)																					
£566.80	Test Valley Borough Council (GM031)																					
£18.00	HALC (Training)																					
£10.00	BARSU (Hole filling)																					
£30.00	B&A Baker Ltd																					

	£137.62 C Emmett (Expenses)	
	3. <b>Internal Audit.</b> The IA date will be 27 Apr 17. The Cllrs were advised of future audit arrangements ( <i>2016/17 – External Audit will be covered by BDP as at present. 2017/18 – The new External Auditors will be PKF Littlejohn</i> ) and comments from the IA in his email of 30 Jan 17.	
10	<p><b>Playing Fields</b></p> <p>1. <b>To report the weekly Monitoring of Play Park Equipment</b> Nothing additional was reported.</p> <p>2. <b>Anna Valley Playing Field.</b></p> <p>a. Roundabout Seat. Cllr Butler needs to buy an appropriate screwdriver to complete the work. Agreed.</p> <p>b. Self-help is being considered for replacing the roundabout bearings to get best value for money and specification and diagrams have been obtained.</p> <p>3. <b>Balksbury Bridge Playing Field</b></p> <p>a. Clearance quotes have been obtained from 2 contractors and the third from TVBC is awaited. Quotes received both contained separate elements for optional waste disposal. Cllrs agreed to wait for the TVBC quote.</p> <p>b. The Clerk stated Picnic bench options were being obtained.</p> <p>4. <b>Sports Field</b></p> <p>a. Cllr S Butler reported that he and the Manager of Andover Youth Football Club had met with a rep from Andover Royals football team who were keen to play home games on Saturdays on the field subject to it meeting the league requirements. A fee for £50 per match day, payable by BACS, and use of soccer club equipment had been agreed. Once confirmed the Clerk would note dates and provide details for payments.</p> <p>b. The figure for cricket matches already discussed this year by Cllr Butler was £55.</p>	<p>PB</p> <p>CIK/PB</p>
11	<p><b>Trees and Open Spaces</b></p> <p>1. <b>Tree Survey.</b> Cllr Williams reported that the survey had taken place on 8 Feb and she was awaiting the report. The surveyor noted the green waste dumped around the base of one tree and along the outside of a garden fence at the bottom of Book Way/Foundry Road. This dumping has increased in recent weeks. He warned about damage to the trees and fence and the possibility of it becoming a vermin habitat. The Clerk has already done a letter drop to houses in the area and was now asked to contact TVBC enforcement officers and post photographs on the web site. The Parish Council will not take further steps to have it removed.</p> <p>2. <b>Litter Picking.</b> Cllr Heslop reported that he had received information from TVBC. He suggested giving groups of volunteers various areas/roads might be the best way to manage the project which he agreed to coordinate. Various Cllrs volunteered.</p>	<p>CIK</p> <p>PH</p>
12	<p><b>Footpaths and Highways</b></p> <p>1. <b>Cllrs to report any highways or footpath issues.</b> The gritting box in Watery Lane has been knocked over and should be reported to HCC</p> <p>2. <b>Road Safety.</b> Cllr S Butler reported on a recent meeting of the Central Area Road Safety Committee meeting he had attended and noted the police will be making a sustained effort against mobile phone use by drivers</p> <p>a. <b>Cllr Newell to report any street lighting issues.</b> Nil</p>	
13	<p><b>External Committees and Events</b></p> <p>1. <b>Cllr S Butler report on changes to the website</b> Nil</p> <p>2. <b>Cllr Mrs Kennedy to report of upcoming events at the Village Hall.</b> Cllr Kennedy outlined forthcoming activities which are on the Parish Website (<a href="http://upperclatfordpc.org">upperclatfordpc.org</a>) and Village Hall website (<a href="http://upperclatfordvillagehall.co.uk">upperclatfordvillagehall.co.uk</a>)</p> <p>3. <b>Cllrs to Report on other meetings</b> Cllr A Wilson reported on a meeting discussing Neighbourhood Plans he attended before the New Year.</p>	
14	<p><b>Correspondence and Emails</b></p> <p>a. Minutes – Northern Area Planning Committee – 5 January 2017</p> <p>b. Test Valley Association of Parish and Town Councils Agenda 16 Feb 17. Sent to Cllr SB</p> <p>c. TVBC Recycling Stars survey reminder. Sent to SK &amp; SB. Cllr S Butler stated he was happy to be the point of contact. Clerk to correct the details held by TVBC</p>	

	<p><i>d.</i> 16 Jan. From PCC via HALC – Help your community have their say on the policing budget. (only 4 days left for survey replies). Copied to Chairman</p> <p><i>e.</i> TVBC February Monthly Calendar of Meetings</p> <p><i>f.</i> Marie Curie Free Will Writing Promotion.</p> <p><i>g.</i> Pictures of gritter lorry crossing bridge by Fishing cottage sent in by parishioner. Forwarded to HCC Cllr</p> <p><i>h.</i> HALC Annual Conference, Wednesday 22<sup>nd</sup> March 2017, 9.00am – 15.15pm. President’s Suite, St Mary’s Stadium, Britannia Road, Southampton, Hampshire</p> <p><i>i.</i> Neighbourhood Watch Jan newsletter.</p> <p><i>j.</i> Email from CHOICES HIRE regarding ads on UC PC website.</p> <p><i>k.</i> Email for Chair of May Fayre Committee asking to use BBPF on 1 May 17. Clerk to confirm suitability and note grass cutting requirement.</p> <p><i>l.</i> Ownership and protection of website response from WebWorks2. Sent to Cllrs SB and PB</p>	<b>Cik</b>
<b>15</b>	<b>Income Generation</b> The Clerk reported he had yet to contact advertisers about the renewal fee of £25	<b>Cik</b>
<b>16</b>	<b>Confidential Item</b> The public and the press may be temporarily excluded using the authority of the Public Bodies (Admission to Meetings) Act 1960.	
<b>17</b>	<b>Councillors to request any items to be included within the agenda for the Meeting to be held Wednesday 8<sup>th</sup> March 2017.</b> Nil	

Meeting closed at 9.58 pm