

**UPPER CLATFORD PARISH COUNCIL**

MINUTES FROM THE MEETING HELD ON WEDNESDAY 8<sup>TH</sup> JUNE 16

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 13<sup>TH</sup> JULY 2016

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

<b>1</b>	<b>Apologies for absence</b>	
<b>2</b>	<b>To receive and accept declarations of interest.</b> None were declared. The Clerk advised Cllrs that he was in receipt of a TVBC reminder of the annual requirement to update Declarations of Interest. All Cllrs have completed the form within the last 6 months so we comply unless there are any changes to notify now. Nil notified.	
<b>3</b>	<b>Public Participation</b> 1 Member of the Public attended.	
<b>4</b>	<b>To approve the minutes from the meeting held on 11<sup>th</sup> May 2016</b> A Cllr noted that there was a spelling mistake in item 12 a(3) which should read ‘.....at least 3 clear days’ not ‘...at east 3 clear days. A manuscript amendment was made before the Chairman signed and dated the minutes to confirm acceptance.	
<b>5</b>	<p><b>To receive the Clerk’s progress report since the meeting held on 11<sup>th</sup> May 2016</b></p> <p>a. Item 9. Planning  (1) 16/00807/FULLN Cob Barn Cottage (Retrospective) Conversion to self-contained accommodation. No objection provided it does not become a separate dwelling.  (2) 16/01014/AGNN Norman Court Farm, barn. No Objection submitted</p> <p>b. Item 11. Clerk to circulate to Cllr Gibson’s presentation to all Cllrs. Completed 12 May 16</p> <p>c. Item 12. Amend Standing Orders and Risk Assessment Policy. Pending</p> <p>d. Item 14b. Development of Anna Valley Playing. Cllrs asked if they could see something similar in operation locally and could have an indication of costs. Cllr JF <b>pending</b></p> <p>e. Item 14c. Sports Field –  (1) See minutes item 10 regarding Cricket and Cabin 34  (2) Boiler service and safety testing. Completed 16 May 16  (3) SWMS Contact Renewal. SWMS contract should be renewed at the price quoted. Completed</p> <p>f. Item 14d. BBPF.  (1) Cllr Newell asked if we could clear the area of the field once proposed for wild flowers to prevent further green waste fly tipping. And clearance of the river bank Clerk to get a quote from Landy Man. 24 May submitted request for quote and meeting on his website and by phone <b>pending</b>.....  (2) A dip was noted in the centre of BBPF that regularly flooded and might benefit from filling or drainage. Review with a view to obtaining a grant pending (spoil from work above may be used). See also item 10.....</p>	<p>Cllr JF</p> <p>Cllk</p>

	<p>g. Item 19. HM The Queen's 90th Birthday. Clerk was to confirm what cover the PC's insurance gave to the event. Obtained and passed to Cllr P Butler. If the PC runs the event there will probably be no additional insurance cost but a risk assessment will be needed. Costs are high if not run by PC</p> <p>h. Item 20. Confidential Item. The solicitors advice obtained prior to publication of the last minutes and was briefed to Cllrs.</p>															
<b>6</b>	<p><b>Planning – Planning sub-committee to report on the following applications:</b></p> <p>i. 16/00787/FULLN The Smithy, brick and render store (change of description and amended plan). No objection submitted with comment.</p> <p>16/01223/FULLN Knutbury, Red Rice Rd, extension and conversion of garage. No objection to be submitted...</p>	Clk														
<b>7</b>	<p><b>Borough Councillor Report</b> Cllr Mrs Flood raised the following:</p> <p>a. TVBC grants such as the Community Asset Fund and the Cllrs Community Grant Fund are now 'on-line'. This should aid record keeping and should be easy. Help was available if required.</p> <p>b. 25 Jun 15 is Armed Forces Day. The Mayor will be hosting a Flag Raising event on 20 Jun 16.</p> <p>c. 3 Jul 16 Freedom March through Andover by 3 regiments and a band will take place between 12:45 and 13:30 followed by a church service at 13:30. There will be some road closures.</p> <p>d. The Lights has been awarded a 'Certificate of Excellence' by TripAdvisor.</p> <p>Cllr S Butler raised the following points for the information of Cllr Flood from a Hampshire Road Safety meeting he had attended earlier in the day:</p> <p>e. Vacancies for School Crossings Attendants exist within the Andover area.</p> <p>f. HCC run a Junior Road Safety Officers programme for schools aimed at 4 – 11 year olds. Any school wishing to join can contact Cllr S Butler (at <a href="mailto:upperclatfordparishcouncil@gmail.com">upperclatfordparishcouncil@gmail.com</a>) for more information</p> <p>The Chairman thanked Cllr Flood who left at this point.</p>															
<b>8</b>	<b>County Councillor Report.</b> Nothing to report															
<b>9</b>	<p><b>Finance:</b></p> <p>a. To receive and approve the financial statement for the period 1st May 2016 – 31st May 2016. An anomaly was identified by Cllr P Butler which was discussed and found to be an error. The clerk is to amend the statement and represent it to the Chairman for signature.</p> <p>b. To approve payments to be made.</p> <table> <thead> <tr> <th>Amount</th> <th>Payee</th> </tr> </thead> <tbody> <tr> <td>£336.00</td> <td>C Emmett (Salary)</td> </tr> <tr> <td>£84.00</td> <td>HM Revenue &amp; Customs 120PL00288568 (PAYE)</td> </tr> <tr> <td>£20.50</td> <td>Clerk Expenses</td> </tr> <tr> <td>£195.00</td> <td>J.K. Murray (Internal Audit)</td> </tr> <tr> <td>£72.00</td> <td>Kirbygas (Pavilion Boiler)</td> </tr> <tr> <td>£36.00</td> <td>CPRE (Membership)</td> </tr> </tbody> </table> <p>The Chairman asked the Clerk to ensure band mandates were raised to</p>	Amount	Payee	£336.00	C Emmett (Salary)	£84.00	HM Revenue & Customs 120PL00288568 (PAYE)	£20.50	Clerk Expenses	£195.00	J.K. Murray (Internal Audit)	£72.00	Kirbygas (Pavilion Boiler)	£36.00	CPRE (Membership)	Clk
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	<p>give new Cllrs joint signing powers on the accounts.</p> <p>c. Audits The Clerk reported that the Internal Audit had been satisfactorily completed and summarised the Internal Auditor's letter given to the Chairman. It highlighted that:</p> <ul style="list-style-type: none"> <li>• There should be a formal record of the Clerk and Responsible Financial Officers Appointment now that he had completed his probationary period. Cllr S Butler <b>proposed</b> that C Emmett should be appointed Parish Clerk and Responsible Financial Officer at a salary of £420.00 per month subject to contract. Seconded by Cllr A Wilson. <b>Approved</b></li> <li>• The Parish Council must write to Pensions Regulator by the staging date (1 Jan 17) confirming review has taken place and that employee will not be taking up a pension under the new pension arrangements</li> <li>• Risk Assessment for play areas needed. The Clerk said he had been liaising with the equipment providers about their assessments. He was asked to liaise with other parishes/HALC.</li> </ul>	<p>Chair</p> <p>Clk</p> <p>Clk</p>
10	<p><b>Playing Fields</b></p> <p>a. To report the weekly Monitoring of Play Park Equipment. Cllr P Butler stated he would do this later this week</p> <p>b. Development of Anna Valley Playing Field to cater for wider age groups. The Clerk stated he had the Kompan Ltd catalogue and would deliver it to Cllr Foster.</p> <p>c. BBPF. No action has yet been taken to fill the dip noted in the centre of BBPF that regularly flooded. It was suggested that spoil from work at the western edge of the field might be used. Some concerns were raised that this might simply cause a problem elsewhere if it was a water table issue.</p> <p>d. Sports Field</p> <p>(1) Cricket. The Clerk has yet to raise the invoice for a quarter of the agreed sum payable at the end of the month which he should copy to Cllr S Butler who will then liaise with the Cricket Club regarding payment.</p> <p>(2) Cabin 34. On 23 May Cabin 34 notified the Clerk that UC pitch was not acceptable to the league because it was too small and regretted that they would be unable to use the pitch.</p> <p>(3) SWMS. Cllr S Butler asked the Clerk to confirm that the renewed contract with SWMS still ensured they were maintaining for the Parish all the legally required documentation. [Afternote: Cllr S Butler visited SWMS on 9 Jun 16 and received confirmation from Amanda Lydall that all legally required records are being maintained on our behalf by SWMS who will make that available whenever needed. No further action required]</p>	<p>Cllr PB</p> <p>Clk</p> <p>Clk</p> <p>Clk</p>
11	<p><b>Trees and Open Space</b> Cllr C Williams reported that she had spoken to D Dredge regard the survey report and the stump left from the tree removed at the turn of the year in Foundry Rd which has yet to rot. The tree surgeon hopes to deliver the survey report next week and advises that the stump could take 12 months. He will give it a further treatment and remove any re-growth. The Clerk should advise the owner of the adjacent property and state that the Council has no objection to any fencer clearing the stump if/where necessary in the meantime.</p>	<p>Clerk</p>

<p><b>12</b></p>	<p><b>Footpaths and Highways</b></p> <p>a. <b>Cllrs to report any highways or footpath issues.</b></p> <p>(1) It was reported that the residents in the lane opposite the pub were having difficulty when attempting to join the village road. It was not clear why this was but it was noted that the yellow lines had not yet been repainted since the top dressing of the road.</p> <p>(2) There was some dismay that the top dressing of Foundry Rd left out the worst section, Sam Whites Hill. This should be referred to Cllr Gibson.</p> <p>(3) Fly tipping of garden waste was reported on the section of footpath 4 between Highbury Rd and the Green. Clerk to do a letter drop.</p> <p>(4) It was noted that some potholes are already re-appearing by the church and there are loose bricks in the old railway bridge.</p> <p>(5) A member of the public reported that in several areas hedges were obstructing road signs or impeding passage of pedestrians. The Clerk agreed to walk the route to identify problem areas and advise property owners as appropriate.</p> <p>b. <b>Street lighting issues.</b> No street lighting issues had been reported.</p>	<p>Clk</p> <p>Clk</p> <p>Clerk</p>
<p><b>13</b></p>	<p><b>External Committees and Events</b></p> <p>a. Cllr S Butler to report on changes to the website. The Clerk is now periodically adding things to the website</p> <p>b. Cllr Mrs Kennedy to report of upcoming events at the Village Hall. Nothing to report. The Committee meets next Monday.</p> <p>c. Cllr S Butler to report on TVAPTC meeting of 12 May 16. This had been an interesting meeting in particular a presentation by the Hampshire Fire and Rescue Service who are re-organising to save costs and will be introducing smaller first response appliance to service in the area. He also reported from the Hampshire Road Safety meeting as detailed at item 7 and noted that the police were regularly breathalysing stopped motorists and were on the lookout for use of phones while driving.</p>	
<p><b>14</b></p>	<p><b>Correspondence and E-mail.</b> The Clerk highlighted the following correspondence which was not covered under other item headings</p> <p>a. <b>Councillor Commission.</b> The Local Government Research Unit at Leicester De Montfort University has launched the Councillor Commission to conduct an independent review of the role and work of the councillor and the contribution made by councillors to the governance of their communities and the country. The Commission is aiming to provide policy makers with a better understanding of the office of councillor and of the contribution councillors make to their communities as well as seeking to further public and policy debate and understanding about local government and local democracy.</p> <p>b. UCYFC (via Cllr S Butler) request for all sportsfield grass, not just cricket pitch area, to be cut occasionally during summer so it is not too bad at start of soccer season. The Clerk has arranged this with TVBC who have agreed to do so in July and late Aug/early Sep at no extra cost.</p> <p>c. .HARAH invitations 11 – 15 Jul 16 to hear about affordable housing development. No takers.</p>	

	<p>d. 31 May. SWMS comments on Legionnaires Risk Assessment.</p> <p>e. HALC letter to Member councils on Hampshire Devolution Deal(s). HALC supports the County Combined Authority and not the Solent bid and is unconvinced about the merits of further Unitaries as no benefits seem to be passed on to residents if the experiences in Cornwall are a measure.</p> <p>f. Minutes of the TVAPTC meeting on 26 May 2016. Cllr S Butler requested a copy.</p> <p>g. Possible planning control breaches near Bury Hill Farm notified by parishioner. Passed to TVBC Planning Enforcement.</p>	Clk
<b>15</b>	<p><b>HM The Queen's 90<sup>th</sup> Birthday</b> Cllr P Butler outlined the plan and progress made in organising the community event for 25 June 2016. He confirmed that a First Aider had been organised and the Police were aware. He noted that he had sought quotes for insurance which he felt were high and could not be met within budget. He suggested that the Parish Council consider adopting the event as it would then be covered at no extra cost and would allow for contracting a managed bungy run (with its own insurance). Mrs Kennedy raised concerns about controlling the numbers attending and about car parking and congestion in the road. After some debate about these and funding, Cllr S Butler <b>proposed</b> and Cllr A Wilson seconded, that Upper Clatford Parish Council adopt the event as a Parish function provided all requirements of our insurers are met, that the risk is mitigated by hiring a full staffed and insured bungy run, financial commitment does not exceed the grants already obtained from GC and UP Parish Councils and that a full risk assessment is carried out and provided to the Clerk. A limit of 400 persons was agreed. The proposal was <b>carried</b> (3 for, 2 against. Cllr P Butler abstained). The record of expenditure to date was produced but re-imburement from the grant at this time was not required. The Clerk will inform the insurers and provide Cllr P Butler with a key to the pavilion.</p>	Clk
<b>16</b>	<p><b>Confidential Item</b></p> <p>The public and the press were temporarily excluded using the authority of the Public Bodies (Admission to Meetings) Act 1960 while legal advice on a boundary issue was discussed.</p>	
<b>17</b>	<p><b>Councillors to request any items to be included within the agenda for the Meeting to be held Wednesday 13<sup>th</sup> July 2016</b></p>	

**The Meeting Closed at 10:05pm**