

MINUTES FROM THE MEETING HELD ON WEDNESDAY 14<sup>TH</sup> NOVEMBER 2018  
AT 7.30 PM IN THE KING EDWARD VII MEMORIAL HALL

MINUTES REMAIN A DRAFT UNTIL AGREED AS A CORRECT RECORD AT THE NEXT MEETING ON 12<sup>TH</sup> DEC 2018

Present:	Parish Cllrs P Heslop (Chairman), D Coole, C Eyre, S Kennedy, A Newell, A Lockhart, N Shah C Williams, A Wilson, , TVBC Cllr G Stallard & HCC Cllr A Gibson (from item 7) In Attendance: Sarah Hughes TVBC Minutes – C Emmett, Parish Clerk
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1	<b>Apologies for Absence</b> TVBC Cllr M Flood	
2	<b>To receive and accept declarations of interest</b> Nil	
3	<b>Public Participation</b> Nil.	
4	<b>To approve the minutes from the meeting held on 10<sup>th</sup> October 2018.</b> The Clerk stated that since issuing the minutes to Cllrs, he had corrected the item numbering and removed the name of the volunteer bonfire First Aider on the minutes published on the website and record for signature. Cllr Kennedy proposed these minutes be accepted as a true record. Seconded by Cllr Wilson. All agreed. The revised minutes were signed by the Chairman.	
5	<p><b>To receive the Clerk's progress report since the meeting held on 11<sup>th</sup> September 2018</b></p> <p>7. CE to provide analysis of questionnaires and recommendations future of process to PC meeting on 14 Nov 7. Nov agenda to include vote on future of NDP process. <b>Complete</b></p> <p>9.3. Arrange Finance Committee meeting in Dec 18. 6 Dec 18 had agreed by Cllrs and a booking was submitted on 11 Nov for the Conference room in the V Hall. <b>Complete</b></p> <p>11.1 AVPF lifting mat. Liaise with TVBC. Email and photo sent 26 Oct. <b>Pending</b></p> <p>11.4.a. Notify bidders on postponement in shower works. <b>Complete</b></p> <p>11.4.a. Seek s106 funding for height barrier. <b>Complete</b> (but ongoing see item 11.4.b)</p> <p>12.1.a. Arrange removal of dead branches and assessment of all trees at bottom of Brook Way/Foundry Rd. Removal of dead branches on 2 trees. <b>Complete</b></p> <p>12.1.b. Contact Aster re tree removal by 15 Above Town. Contacted 17/10 awaiting reply <b>Pending Hasten</b></p> <p>12.2.a. Purchase Enclosure Award transcript and obtain other documents for PB. Transcript received. <b>Complete</b></p> <p>12.2.b. Cllr SK present design, wording and costs for plaque at next meeting. Deferred, see item.</p> <p>13.1.b. Contact Historic England and HCC re work on footpaths on Bury Hill Ring. <b>Complete.</b></p> <p>13.1.c. Re-examine BOAT 16 issue. <b>Complete</b></p> <p>13.2. Cllr SK to discuss hedges and verge cutting on Red Rice Rd with owner.</p> <p>14.1. Website News item default contact (Cik) to be discussed with HF. Amendment to settings on 24 Oct seems to work. <b>Complete</b></p> <p>14.1. Website usage stats are to be obtained if possible. Now registered with 'google analytics' and stats sent to Cllr Eyre. <b>Complete</b></p> <p>14.1. Publish highlight of forthcoming agent on website Events page. <b>Complete</b></p> <p>14.1. Discuss Planning Tracker random date order notifications with HF. Now seems OK. <b>Complete</b></p> <p>15.2. Publish R Mail scam poster on web. <b>Complete</b></p> <p>15.13. CE NALC Bulletin to be copied to Cllrs. Copied on 16 Oct. <b>Complete</b></p> <p>16.2. Purchase burns kit. Bought from Amazon (additional item not requested – video – also supplied). <b>Complete</b></p> <p>16.3. Inform Insurers and emergency services of bonfire. <b>Complete</b></p> <p>16.4. DC to liaise with Crook &amp; Shears re Bonfire. <b>Complete</b></p> <p>16.5. AN to liaise re 'safe room'. <b>Complete</b></p> <p>16.6. Publish bonfire notice on website. <b>Complete</b></p>	
6	<p><b>Planning</b></p> <p>1. <b>Planning sub-committee to report on the following applications:</b></p> <p>a. <b>18/02743/TPON The Police House, U Clatford . Crown raise and reduce 3 x trees.</b> No objection submitted</p> <p>b. <b>18/0476/REG Bury Hill Ring change of use enforcement action.</b> Closed pending an appeal.</p> <p>c. <b>18/02953/VARN Cricklade Lodge. Amend cladding and insert window into western aspect.</b> Passed to Planning Committee for review and submission by Chairman during Clerk's leave.</p>	
7	<p><b>Neighbourhood Development Plan Steering Group Report</b></p> <p>The Chairman introduced Sarah Hughes from TVBC who has been advising the SG on the NDP process. He stated that the Parish Council owned the NDP process and needed to make a go/no</p>	

	<p>go decision for continuing the project based on the work to date. Cllr Eyre then showed a presentation he proposes to take to the public meeting on 26 Nov 18 if the PC endorses continuing with the process stating that there had been a 57% overall return of completed questionnaires. He presented the analysis of the feedback on planning aspirations which was then discussed by Cllrs. He stated that the next steps, if endorsed, would be the public meeting, formation of working groups from the many volunteers for Policy and Plan development between Dec 18 – Jun 19 with subsequent drafting of a plan in Jul/Aug 19. The Plan must be in line with the Local Plan and should identify what factors must be considered in subsequent planning decisions. Prior to calling for a vote, the Chairman asked if all Cllrs fully understood the presentation leading to further discussion.</p> <p><b>Cllr Lockhart proposed that the NDP process continue with the endorsement of the Parish Council. Seconded by Cllr Wilson. Approved unanimously.</b></p> <p>There was then discussion about funding and grants available from Locality and Borough Cllrs, budget matters and facilitated meetings. The Chairman thanked the SG group members for their work and Sarah Hughes for her support and advice. She then left the meeting.</p>																																																				
8	<p><b>Borough Councillor to provide a monthly report</b> Cllr Stallard reported on:</p> <ol style="list-style-type: none"> <li>1. The leaf clearance 6 week programme has started.</li> <li>2. A map of the proposed traffic order changes (double yellow lines to the east of Waterloo Terrace to improve sight lines and pull in areas) was passed to the Clerk with a request that it be confirmed if it is in line with the PC suggestions as it is about to go to public consultation.</li> </ol>	Clk																																																			
9	<p><b>County Councillor to provide a monthly report</b> Cllr Gibson reported that:</p> <ol style="list-style-type: none"> <li>1. HCC continues to grapple with its budgetary issues. In villages one of those issues is the lack of funding to see through the full 5 yr plans for primary schools</li> <li>2. He is concerned that Test Valley School might close and fill-in its swimming pool and is making efforts to change this plan.</li> <li>3. The Highways budget, unlike Adult Social Care, is not ring fenced which is leading to slippage in project. He asked the PC to flag up any roads project that they see as key and should not be slipped. He was asked to see if there was anything planned for <b>re-surfacing Sam Whites Hill</b> as this was still considered important and no information has been forthcoming about it. He agreed to get an update.</li> </ol>	AG																																																			
10	<p><b>Finance:</b></p> <ol style="list-style-type: none"> <li>1. <b>To receive and approve the financial statement for 1<sup>st</sup> October – 31<sup>st</sup> October 2018</b> The Financial statement was presented and approved. The Chairman accordingly signed the statement.</li> <li>2. <b>Approve payments to be made.</b></li> </ol> <table border="0"> <thead> <tr> <th>Chq No.</th> <th>Payee</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>2047</td> <td>C Crossthwaite Eyre (Conf Ticket)</td> <td>£22.15</td> </tr> <tr> <td>2048</td> <td>SWBS (Water utility)</td> <td>£56.63</td> </tr> <tr> <td>2049</td> <td>TVBC (Grounds Maintenance)</td> <td>£3,266.33</td> </tr> <tr> <td>2050</td> <td>Rhys Dobbs (2 x tree work)</td> <td>£840.00</td> </tr> <tr> <td>2051</td> <td>British Gas (Pavilion utility)</td> <td>£33.07</td> </tr> <tr> <td>2052</td> <td>C Emmett (Salary &amp; Expenses)</td> <td>£359.50</td> </tr> <tr> <td>2053</td> <td>HMRC (PAYE)</td> <td>£86.80</td> </tr> <tr> <td>Card</td> <td>Survey Monkey</td> <td>£35.00</td> </tr> <tr> <td></td> <td>MS Office (tbc)</td> <td>£59.99</td> </tr> <tr> <td></td> <td>Total</td> <td>£4,759.52</td> </tr> </tbody> </table> <p><b>CARD Payments since last meeting</b></p> <table border="0"> <tbody> <tr> <td>02/10/2018</td> <td>Southern Electric</td> <td>£21.57</td> </tr> <tr> <td>13/10/2018</td> <td>Amazon (First Aid Kit)</td> <td>£20.47</td> </tr> <tr> <td>15/10/2018</td> <td>Amazon (DVD - Returned for refund)</td> <td>£6.24</td> </tr> <tr> <td>17/10/2018</td> <td>McAfee</td> <td>£59.99</td> </tr> <tr> <td>17/10/2018</td> <td>Hants Archives (Transcript)</td> <td>£60.00</td> </tr> <tr> <td>26/10/2018</td> <td>Survey Monkey</td> <td>£35.00</td> </tr> </tbody> </table> <ol style="list-style-type: none"> <li>3. <b>Budget Planning FY 19/20</b> The Clerk stated he had asked portfolio holders to email their proposals for budgetary allocations with justifications to him by 2 Dec for consideration by the Finance Committee on 6<sup>th</sup> Dec at 7.30 pm in the conference room.</li> </ol>	Chq No.	Payee	Amount	2047	C Crossthwaite Eyre (Conf Ticket)	£22.15	2048	SWBS (Water utility)	£56.63	2049	TVBC (Grounds Maintenance)	£3,266.33	2050	Rhys Dobbs (2 x tree work)	£840.00	2051	British Gas (Pavilion utility)	£33.07	2052	C Emmett (Salary & Expenses)	£359.50	2053	HMRC (PAYE)	£86.80	Card	Survey Monkey	£35.00		MS Office (tbc)	£59.99		Total	£4,759.52	02/10/2018	Southern Electric	£21.57	13/10/2018	Amazon (First Aid Kit)	£20.47	15/10/2018	Amazon (DVD - Returned for refund)	£6.24	17/10/2018	McAfee	£59.99	17/10/2018	Hants Archives (Transcript)	£60.00	26/10/2018	Survey Monkey	£35.00	
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11	<p><b>Playing Fields</b></p> <ol style="list-style-type: none"> <li>1. <b>To report the Monthly Monitoring of Play Park Equipment.</b> Cllr Williams reported that the equipment in AVPP was OK but that the root lifting the mat under the whirlygig has not been removed yet. (TVBC have been contacted) Cllr Wilson reported that there were a lot of leaves on play</li> </ol>	Clk																																																			

	<p>surfaces. It was agreed that no action was required. The Clerk stated that TVBC had offered inspections only on quarterly basis at £40 per insp. The Clerk was clarifying qualifications and reports to see if this might be a suitable alternative to that done by Playsafety</p> <p><b>2. Anna Valley Playing Field</b> Bin clearance in AVPP has been agreed with TVBC at £5.55 fortnightly.</p> <p><b>3. Balksbury Bridge Playing Field.</b> No additional comments.</p> <p><b>4. Sports Field</b></p> <p>a. Height Barrier. TVBC required a third quote before considering s106 funding. This has been obtained and submitted. It does not better the previously recommended quote, so the proposed contractor remains unchanged.</p> <p>b. Clatfest 2. Request to use sports field on 22 June 2019 received from Clatford School PTA on 7 Nov 18. Funds raised from the last ClatFest have gone into a new agility play park at the school and it's currently being installed this week. Cllrs agreed to offer the facility but are considering a possible charge. To be confirmed at the next meeting.</p>	
<b>12</b>	<p><b>Trees and Open Space</b></p> <p>1. <b>Trees</b> The tree surgeon looked at all the trees in the Brook Way area and made recommendations and quoted for reduction or removal. It was agreed that a more formal survey was needed as these trees are covered by a TPO. The Chairman recommended we should rationalise tree work to safety issues only.</p> <p>2. <b>Open Spaces</b></p> <p>a. <b>Land Registration.</b> The Clerk had visited the Hants archive to examine the 1840 tithe map and obtain the files requested by Parker Bullen. He is hoping to meet the solicitor before his leave this week</p> <p>b. <b>Commemorative Plaque</b> Cllr Kennedy stated she was liaising with HCC Cllr A Gibson to see if there was a 'standard plaque' adopted within the county before finalising her proposal for the Stephen Hopkins plaque.</p> <p>c. <b>Pill Hill Brook Pollution.</b> It was reported that foam had been seen in the brook recently. Any pollution should be reported to the Environment Agency as soon as possible on 0800 807060.</p>	<p>Clk</p> <p>SK</p>
<b>13</b>	<p><b>Footpaths and Highways</b></p> <p><b>2. Cllrs to report any footpath issues.</b></p> <p>a. The Hants Archaeologist advises that work on a scheduled monument needs approval of Historic England and he will facilitate an appropriate contact if/when needed. HCC Countryside have responded that they are responsible for surface repairs of footpaths but that Bury Hill Ring paths are not a priority for them. Cllr Wilson thinks it may be a safety issue which should be brought to their attention and will obtain photographs.</p> <p>b. BOAT 16. The process for changing a footpath designation has been sent to the GC lead with an indication that UC PC is unlikely to object to any application they make to stop motorised traffic use of Bypass 16. Cllrs confirmed they would support a proposal for change but did not wish to initiate one.</p> <p><b>3. Road Safety</b></p> <p>a. Red Rice road hedges. Cllr Kennedy reported that she had not contacted the owner.</p> <p>b. Fishing Cottage Bridge. A lorry in excess of the bridge weight limit was seen and photographed crossing the bridge. For safety reasons this has been reported to Highways. The Council asked that the police be informed in the hope some action will be taken and will deter future such breaches of the restriction.</p> <p>c. Parking on Red Rice Road by The Green. Concern has been expressed about the regular parking of a commercial vehicle in this area causing a safety issue at the corner of Clatford Manor or a turning issue if nearer the entrance to The Green. Photos will be taken for the Clerk to send to the owners of the vehicle.</p> <p>4. <b>Cllr Newell to report any street lighting issues</b> Nil</p>	<p>SK</p> <p>Clk</p> <p>DC Clk</p>
<b>14</b>	<p><b>External Committees and Events</b></p> <p><b>1 Report on changes to the website.</b> Cllr Eyre reported that various events had posted and there are now 7 'Community' pages with a further 2 being set up shortly. Some of the businesses contacted during the NDP process are also interested in having a business section.</p> <p><b>2 Cllr Mrs Kennedy to report of upcoming events at the Village Hall.</b> The programme is available on the Village Hall website and there is a film on Mon 19 Nov 18.</p> <p><b>3 Cllrs to Report on other meetings</b></p> <p>a. Cllr Wilson reported on the Landscape Character Assessment Briefing Session of Tue 13 Nov 18. Assessment are normally based on land character rather than parish/borough/country boundaries. They are however looking at making the assessment more usable and will be trialling a map based on this parish which might then inform the NDP.</p> <p>b. Cllr Lockhart/Eyre to report on Rural Housing meeting.</p>	
<b>16</b>	<b>Correspondence and E mail Significant mail not otherwise mentioned in the meeting has</b>	

	<p><b>been received:</b></p> <ol style="list-style-type: none"> <li>1. 8 Oct. HALC. NALC Spring Conference 11 Feb 19 - £210 + VAT.</li> <li>2. 10 Oct. HALC. NALC Legal Update - October 2018</li> <li>3. 15 Oct. HALC. NALC DIS 933 and Funding Bulletin. Copied to Cllrs for info</li> <li>4. 12 Oct. Hants Police. "Public Message** Test Valley - Neighbourhood Community Priorities Survey OPEN. Survey closes 31 Oct. On website from 16 Oct.</li> <li>5. 15 Oct. HALC. NALC Chief executive's bulletin. To Cllrs</li> <li>6. 18 Oct. HALC. Dale Valley Training Course Information: Lantra Awards Basic Tree Survey &amp; Inspection Course at Sir Harold Hillier Gardens, Romsey - 7th December 2018 £155 + vat. Cllr Lockhart volunteered to attend and assume responsibility for trees. Approved.</li> <li>7. 18 Oct. OPCC. The Community Remedy Survey. Posted on website</li> <li>8. 19 Oct. TVBC. Goodworth Clatford Neighbourhood Plan Regulation 16 Consultation. Copied to all Cllrs for response via PH or CE by 6 Nov. Nil required.</li> <li>9. 26 Oct. CPRE. Campaigns appeal letter. Copied to Cllrs</li> <li>10. 25 Oct. HALC. NALC's Spring Conference 2019 to discuss the key policy issues of the moment. The event will start to realise the future from the <i>NALC vision that parishes will be the focus of community effort, the natural centre of a range of public activity and service delivery; giving a democratic voice to those communities working in partnership with other agencies.</i> Copied to Chairman</li> <li>11. 28 Oct. HCC. Admissions to School in September 2019. Poster and article on website.</li> <li>12. 29 Oct. Parishioner via web. Wildlife and bonfire. Passed to supervisors</li> <li>13. 29 Oct. HALC. 2018/19 Auditing Information. Sent to Fin Ctee</li> <li>14. 31 Oct. TVBC Landscape Character Assessment Briefing Session LCA drafts.</li> <li>15. 31 Oct. Neighbourhood Watch Newsletter. New page set up on website</li> <li>16. 1 Nov. TVBC. Documents for Northern Area Planning Committee meeting on 15 Nov 18 – Planning application re Demolition Alms Houses Adelaide Rd, Andover.</li> <li>17. 2 Nov. HALC. NALC Newsletter &amp; survey link</li> <li>18. 5 Nov. TVAPTC Agenda 22 November 2018. Sent to Cllr DC.</li> <li>19. 5 Nov. TVBC. Planning Enforcement Quarterly Report Jul - Sep 18. Copied to Cllrs</li> <li>20. 7 Nov. HALC. Neighbourhood Plan courses by Plan-ET. Copied to CCE and PH</li> <li>21. 7 Nov. TVBC. Election cost estimate reply.</li> </ol>	Cllk
16	<p><b>Annual Bonfire – Summary, actions required and lessons learned.</b></p> <ol style="list-style-type: none"> <li>1. Cllr Coole summarised the event stating that it went well despite some concern about the nature of the building process. The local pub provided a stand this year but are unlikely to do so in future.</li> <li>2. Points of concern are listed below. <ol style="list-style-type: none"> <li>a. Animals hiding in stacks. Efforts are made to move them on if found.</li> <li>b. Control of Build. The fire has become such a tradition that it may have become a dumping ground for commercial tree cutters etc. The size, location and content caused some anxiety. Use of the website and social media to control build did not reach all. Some 'contributors' ignored requests to stop adding items.</li> <li>c. Actions. It was suggested that the location and access points be marked with fencing before the build starts and physical signs be displayed on the Green in addition to e-media to give directions. The Chairman stated that it was inevitable the bonfire would happen whether it was sponsored by the Parish Council or not. As it is on Parish land we should take all <b>reasonable</b> steps to manage and control the event.</li> </ol> </li> </ol> <p>The Chairman asked for his thanks to the pub landlord, Mr Butler (first aid), other volunteers and the supervising councillors to be recorded. Cllr Newell said he would retain the burns first aide kit for future use.</p>	
17	<p><b>Councillors to request any items to be included within the agenda for the Meeting to be held Wednesday 12<sup>th</sup> December 2018</b></p>	

**Meeting Closed at 10:10 pm**