

UPPER CLATFORD PARISH COUNCIL
MINUTES FROM THE ANNUAL GENERAL MEETING HELD ON
WEDNESDAY 10TH MAY 2017
AT 7.30PM IN THE KING EDWARD VII MEMORIAL HALL

THESE MINUTES WERE AMENDED AND AGREED AS A CORRECT RECORD AT THE NEXT MEETING ON WEDNESDAY
14TH JUNE 2017

The meeting was preceded by a discussion with Mr Graham Smith, TVBC Planning Policy Manager, on Community Plans (VDS, Parish Plan, Neighbourhood Development Plan and Local Plan)

Present:	Parish Cllrs P Heslop (Chairman), S Butler (Vice Chairman), S Kennedy, Mrs C Williams, A Newell, A Wilson (to item 15), TVBC Cllr M Flood Minutes – C Emmett, Parish Clerk
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1	<p>Councillors to Elect a Chairman Cllr Kennedy proposed Cllr Peter Heslop for the role as Chairman. Seconded by Cllr Newell. All agreed, carried. It was agreed by all that Acceptance of Office forms could be signed at a later date as they were not available to the meeting. [Afternote: Acceptance of Office form signed by Cllr Heslop and Mr C Emmett on 11 May 2017]</p>	
2	<p>Councillors to elect a Vice Chairman Cllr Wilson proposed Cllr Simon Butler for the role of Deputy Chairman. Seconded by Cllr Newell. All agreed, carried. [Afternote: Acceptance of Office form signed by Cllr Butler and Mr C Emmett on 11 May 2017]</p>	
3	<p>Apologies for absence Apologies had been received from TVBC Cllr G Stallard and HCC Cllr A Gibson.</p>	
4	<p>To receive and accept Declarations of Interest Nil</p>	
5	<p>Councillors to propose Sub-Committees members The following responsibility were discussed and agreed:</p> <ul style="list-style-type: none"> • Finance – Cllrs P Heslop, S Butler, S Kennedy, A Newell • Footpaths & Highways – Cllr A Wilson • Planning – Cllrs P Heslop, A Newell, C Williams, A Wilson, S Kennedy • Sports Field & Pavilion – Cllr S Butler • Street Lighting – Cllr A Newell • Trees – Cllr C Williams • Village Hall Representative – Cllr S Kennedy 	
6	<p>Public Participation Nil</p>	
7	<p>To approve the minutes from the meeting held on 12th April 2017 Cllrs agreed that the minutes were a correct record of proceedings. Cllr P Heslop signed and dated the minutes to confirm this resolution.</p>	
8	<p>To receive the Clerk’s progress report since the meeting held on 12th April 2017</p> <ol style="list-style-type: none"> a. Item 12.1 Playing Fields. Arrange RoSPA safety inspection. Arranged for May 17. Complete b. Item 12.3a. BBPF. Quote requested from LandyMan to use digger to move earth. Reply awaited. Ongoing c. Item 12.3d. 18 Apr Grass cut requested before May Fayre. Complete d. Item 13a Tree survey priority cutting list follow-up. Request sent to S Stevens 4 May 17. Cllr Williams to report response at item 15. Complete e. Item 13b. Clerk to obtain 2 x quotes for tree work on the Green. Tender out to 3 tree surgeons on 4 May. Returns due 25 May. Complete f. Item 13c. Cllr inspection of parish lands. Dates tbc. New Chairman will propose dates to Cllrs before the next meeting. Ongoing g. Item 13d. Grounds Maintenance quote from TVBC accepted on 18 Apr. Complete h. Item 14.1b. Cllr A Wilson to respond to parishioner re roads marking, verges. Complete i. Item 14.1b. Clk to write requesting hedge cut back. Complete. j. Item 15.2. PH to look at lifting staples in V Hall car park. Complete k. Item 15.3. Footpaths responsibilities sheet to Cllrs. Complete 	PH

	I. Item 17. Take down unfunded ads on website. Complete																	
9	Planning – Planning sub-committee to report on the following applications: 1. 17/01046/TPON Fell 2 x Robinia Trees. 5 Brook Way, Anna Valley. NO OBJECTION to be submitted	Clk																
10	Borough Councillor to provide a monthly report Cllr Flood reported that TVBC had had their Annual Meeting at which: <ul style="list-style-type: none"> • Cllr Borg-Neal was elected as the new Mayor of TVBC • Cllr Carr stood down as Leader of TVBC • Cllr Carr was elected as Deputy Mayor • Cllr P North was elected as Leader of TVBC • Cllr Flood was appointed to the cabinet with the Corporate portfolio • Cllr Stallard remains as the Environment portfolio holder. The planning application for the temporary swimming pool has been approved and the facility should be available in Aug 17. Cllr Flood agreed to speak to the Geo Officer regard provision of footpath maps. The Chairman thanked Cllr Flood who left at this point.	MF																
11	County Councillor to provide a monthly report Nil																	
12	Governance. Councillors to review Annual Governance Statement and propose any necessary changes to be made to the Standing Orders, Financial Regulations, and Risk Assessment Policy. 1. Standing Orders. No changes proposed. 2. Financial Regulations. The new regulations based on the NALC 2016 model were agreed by all and adopted. 3. Risk Management. No changes proposed. 4. Section 1 of the Annual Return (Governance) was reviewed and Cllr S Butler proposed approval of Section 1 (Governance) of the Annual Return. Seconded by Cllr S Kennedy. Agreed. Section 1 of the Annual return signed by the Clerk and Chairman																	
13	Finance: 1. Internal Audit Report. The Clerk had previously circulated the Internal Auditors report to Cllrs who noted the observations. While technically not a 'smaller authority' obligated to publish all the documents listed on the website this will be considered and discussed further at a future meeting. 2. To receive and approve the financial statement for 1st April 2016 – 31st March 2017 and the Annual Return Section 2. The Annual Statement and variations sheet were reviewed. Cllr S Butler proposed approval of Section 2 of the Annual Return. Seconded by Cllr A Wilson. Agreed. Section 2 of the Annual return was signed by the Clerk and Chairman. 3. To receive and approve the financial statement for 1st April 2017 – 30th April 2017 The Chairman signed and dated the statement to confirm acceptance. 4. To approve payments to be made. <table style="margin-left: 40px; border: none;"> <tr> <td style="padding-right: 20px;">Amount</td> <td>Payee</td> </tr> <tr> <td>£200.00</td> <td>J K Murray (Internal Audit)</td> </tr> <tr> <td>£85.00</td> <td>HM Revenue & Customs 120PL00288568</td> </tr> <tr> <td>£340.00</td> <td>C Emmett (Salary)</td> </tr> <tr> <td>£41.59</td> <td>C Emmett (Office Expenses)</td> </tr> <tr> <td>£53.00</td> <td>B&A Baker Ltd (Weed & feed cricket wicket)</td> </tr> <tr> <td>£36.32</td> <td>Southern Water (Pavilion utility)</td> </tr> <tr> <td>£24.95</td> <td>British Gas Trading Ltd (Pavilion utility)</td> </tr> </table> The Clerk requested authority to order edition 10 of the Local Council Administration by Charles Arnold-Baker. at £69 from HALC. Approved	Amount	Payee	£200.00	J K Murray (Internal Audit)	£85.00	HM Revenue & Customs 120PL00288568	£340.00	C Emmett (Salary)	£41.59	C Emmett (Office Expenses)	£53.00	B&A Baker Ltd (Weed & feed cricket wicket)	£36.32	Southern Water (Pavilion utility)	£24.95	British Gas Trading Ltd (Pavilion utility)	Clk
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14	Playing Fields 1. To report on the Monitoring of Play Park Equipment Cllr A Wilson stated that he had inspected on 9 May 17 and had nothing to report. There was discussion on the frequency of inspections (weekly or monthly) required following an article the Insurer's Newsletter. The Clerk is to confirm what the 'condition of insurance' is on this matter. 2. Anna Valley Playing Field The Clerk presented several options for entrance bollards to Cllrs who agreed that a single central removable	Clk																

	<p>bollard of wood was to be procured and installed to deter improper access by vehicles. The Clerk was authorised to spend up to £250.</p> <p>3. Bawksbury Bridge Playing Field The Clerk is to liaise with the contractor regarding dates for shaping the willows.</p> <p>4. Sports Field Cllr Butler reported that:</p> <ul style="list-style-type: none"> The UCCC is being re-instituted and 4 games had been arranged but that they were critical of the grass cutting regime which is leaving clumps in the outfield and the pitch marking by the soccer club which is burning the grass which might cause a ball to kick up in a hazardous manner. The Clerk was to provide the dates of matches to the Grounds Maintenance contractor and ask that cuts be targeted to take place in both the 2 weeks preceding matches but no additional cuts were authorised. Cllr Butler would liaise with the UCYFC regarding markings. The UCYFC had asked to use the soccer pitch on 6th for the under 12 and one on 13th for the under 10s. As there is no cricket on those two days he had agreed it. The kitchen sink tap was leaking despite a washer replacement. He had isolated the tap. It was agreed that a plumber should be requested to fix it. [Afternote: The annual boiler inspection is due and could be completed during the same visit] 	<p>Cik</p> <p>Cik</p> <p>Cik</p> <p>SB</p> <p>Cik</p>
15	Trees and Open Space Cllr C Williams reported the advice received on the priority of tree works on The Green should it be necessary.	
16	<p>Footpaths and Highways</p> <ol style="list-style-type: none"> Cllrs to report any footpath issues Nil. Road Safety <ol style="list-style-type: none"> A letter dated 13 Apr from TVBC detailed a proposal for white lines in Foundry Rd. These should have the effect of road narrowing and traffic calming by Waterloo Terrace. This is in advance of yellow lines requested which still need the formal approval. The radar speed data from Foundry Rd has been collected by TVBC and was given to Cllrs who questioned the statement and conclusion about 'mean speeds'. The Clerk was asked to respond indicating the Council's desire to reduce the speed limit to 20mph and re-confirm the aspiration for yellow lines in the area to improve lines of sight and passing places near Waterloo Terrace. He was also asked to clarify what was being monitored by the two cables across Red Rice Rd. Cllr Newell to report any street lighting issues No issues identified. 	Cik
17	<p>External Committees and Events</p> <ol style="list-style-type: none"> Cllr Butler to report on changes to the website Nil Cllr Mrs Kennedy to report of upcoming events at the Village Hall The Village Hall Committee Meeting has been postponed until Mon 15 May 17. There will be a Jazz Night in June. Other Meetings/Events. Cllr Butler reported that he would be attending a TVBC Partnership meeting on 12 May 17. 	
18	<p>Correspondence and E mail The Clerk listed the correspondence received and not previously covered in the minutes.</p> <ol style="list-style-type: none"> 13 Apr. Planning Enforcement Quarterly Report for the period 1 January to 31 March 2017. The Chairman requested a copy 13 Apr. Came & Co 'Council Matters Spring 2017'. Passed to Cllrs 23 Apr. Advert request from Goodworth Dogs. (Format issue) 24 Apr. Village of the Year entry closing date 14 May 4 May. HALC Spring/Summer training schedule. Sent to Cllrs 	Cik
19	Confidential Item 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.	
20	<p>Councillors to request any items to be included within the agenda for the Meeting to be held Wednesday 14th June 2017</p> <ul style="list-style-type: none"> Asset Register Review Transparency – Website publications Planning – Review of Planning document requirement 	

The meeting closed at 1030 pm