

**UPPER CLATFORD PARISH COUNCIL**  
**MINUTES FROM THE MEETING HELD ON**  
**WEDNESDAY 14<sup>TH</sup> JUNE 2017**  
**AT 7.30PM IN THE KING EDWARD VII MEMORIAL HALL**

Present:	Parish Cllrs P Heslop (Chairman), S Butler (Vice Chairman), S Kennedy, C Williams, A Newell, A Wilson (from item 5j) TVBC Cllr M Flood Minutes – C Emmett, Parish Clerk
----------	--

<b>1</b>	<b>Apologies for absence</b> – TVBC Cllr G Stallard, Cllr A Newell	
<b>2</b>	<b>To receive and accept declarations of interest</b> Nil	
<b>3</b>	<b>Public Participation</b> Nil	
<b>4</b>	<p><b>To approve the minutes from the meeting held on 10<sup>th</sup> May 2017.</b> The following issues had been notified:</p> <ul style="list-style-type: none"> <li>• Item 5, Cllr S Kennedy should be included under Planning.</li> <li>• Item 10, Cllr M Flood has the Corporate portfolio rather than Commercial.</li> </ul> <p>An amended copy of the minutes was presented to the Chairman which were signed and dated to confirm approval. A copy is to be sent to the webmaster.</p>	<b>Cllk</b>
<b>5</b>	<p><b>To receive the Clerk’s progress report since the meeting held on 10<sup>th</sup> May 2017.</b></p> <ol style="list-style-type: none"> <li>a. Item 8f. Cllr inspection of parish lands. Proposed date agreed was Thu 22 June at 7.30 pm at the pavilion [Afternote: Revised dates of Thu 29 June or Thu 6 July subsequently proposed].</li> <li>b. Item 9.1. 17/01046/TPON Fell 2 x Robinia Trees. 5 Brook Way, Anna Valley. NO OBJECTION to be submitted. <b>Complete</b></li> <li>c. Item 10. Cllr Flood agreed to speak to the Geo Officer regard provision of footpath maps. <b>Complete</b></li> <li>d. Item 13.4. Order edition 10 of the Local Council Administration by Charles Arnold-Baker. Price has risen (£73.60 plus postage) therefore not purchased. <b>Review (see item 9).</b></li> <li>e. Item 14.1. Frequency of Inspection of playparks - confirm what the ‘condition of insurance’ is on this matter. It should be weekly. <b>See item 10 Complete</b></li> <li>f. Item 14.2. AVPF single central removable bollard of wood was to be procured. Hastened quote 17/5. Quote received: in excess of authorised spend (£359.70 plus lock and fitting). To be referred to Council. <b>See item 10 Complete</b></li> <li>g. Item 14.3. BBPF liaise with the contractor regarding dates for shaping the willows. Hastened 17/5 (quote agreed 12/1/17). <b>Pending response</b></li> <li>h. Item 14.4. Sports Field. 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. <b>Complete</b></li> <li>i. Item 14.4. Sports Field. Cllr Butler to liaise with UCYFC re pitch marking. <b>Complete</b></li> <li>j. Item 14.4. Sports Field. Plumber should be requested to fix tap. [Afternote: The annual boiler inspection is due and could be completed during the same visit]. Tap fixed and boiler service and inspection carried out on 25 May. <b>Complete</b></li> <li>k. Item 15.2b. Road Safety. Respond to TVBC roads. <b>Complete</b></li> <li>l. Item 18a. Planning Enforcement Quarterly Report to be sent to Chairman. <b>Complete</b></li> </ol>	<b>All</b>
<b>6</b>	<p><b>Planning – Planning sub-committee to report on the following applications:</b></p> <ol style="list-style-type: none"> <li>1. 17/01131/FULLN Single Storey Extn, 1 Mount Villas - NO OBJECTION submitted.</li> <li>2. 17/01249/FULLN Change of Use barn to dwelling, Poplar Vale Foundry Rd. Discussed and the meeting and an objection was to be submitted.</li> <li>3. 17/00788/VARN Tennis Club variation of conditions has been approved (use for badminton and table tennis)</li> </ol>	<b>Cllk</b>
<b>7</b>	<p><b>Borough Councillor to provide a monthly report</b> Cllr Flood reported that:</p> <ol style="list-style-type: none"> <li>1. Under the Local Boundary Review the proposal for TVBC to reduce from 48 to 43 Cllrs has been accepted by the Boundary Commission</li> <li>2. Ward Boundary changes have been proposed to the Commission who have put the matter out for public consultation until 14 Aug 17. In the local area it is proposed that</li> </ol>	

	<p>Anna Ward be expanded to include several other rural parishes. An interactive map of the Commission's recommendations for Test Valley, electorate figures and guidance on how to propose new wards is available on the consultation area at: <a href="https://consultation.lgbce.org.uk">https://consultation.lgbce.org.uk</a></p> <p>3. TVBC Local Plan 16. The current version was adopted in Jan 17 however work has now started on preparation of a revised version for promulgation in 2021. Town/Parish Councils will be invited to consultation in Sep 17 (tbc).</p> <p>Questions were put as to how this might influence decision on the type of planning documents the Parish might best prepare as the current VDS is adopted in the Local Plan 16 which is now subject to change. (see item 17). The Chairman thanked Cllr Flood for her time and she left at this stage.</p>	
<b>8</b>	<b>County Councillor to provide a monthly report</b> Nil	
<b>9</b>	<p><b>Finance:</b></p> <ol style="list-style-type: none"> <li>To receive and approve the financial statement for 1st May 2017 – 31st May 2017</li> <li>To approve payments to be made. <ul style="list-style-type: none"> <li>£340.00 C Emmett (Salary)</li> <li>£85.00 HMRC (PAYE)</li> <li>£17.00 C Emmett (Office Expenses)</li> <li>£36.00 CPRE (Subs)</li> <li>£72.00 Kirbygas (Pav Boiler Service &amp; Insp)</li> <li>£375.00 Richard Wheeler (BBPF clearance)</li> <li>£35.00 ICO Annual Registration</li> </ul> </li> <li>Council agree purchase of Edition 10 of the Local Council Administration by Charles Arnold-Baker at the revised price of £73.60 plus postage.</li> </ol>	
<b>10</b>	<p><b>Playing Fields</b></p> <ol style="list-style-type: none"> <li><b>To report the weekly Monitoring of Play Park Equipment</b> Cllr Wilson reported that the play surface below the climbing frame in AVPF needed weeding. He suggested consideration be given to replacing the bark with a rubberised surface. In BBPF he commented that the rope swing was still in place (it is due to be removed by the tree contractor) but otherwise the area was OK, including the picnic bench which had attracted comment from the Playsafety Inspector. This weekly inspection is quite onerous and it was decided that Cllr Wilson and Cllr Newell would share responsibility for BBPF and Cllr Williams and the Clerk would share the inspections in AVPF. The Clerk check frequency requirements with another insurer.</li> <li><b>Anna Valley Playing Field.</b> <ol style="list-style-type: none"> <li>Bollard. Quote received exceeds authorised spend at £359.70 plus lock and fitting. Purchase referred to Council for decision. It was decided to monitor the situation and review the need.</li> <li>Playsafety Inspection report indicates low risk in most areas but comments on the climbing frame as a medium risk. It was agreed to accept the low risk items. On the climbing frame, a quote for rubberised flooring was to be obtained and the Chairman would inspect the equipment to form an assessment.</li> </ol> </li> <li><b>Balksbury Bridge Playing Field</b> <ol style="list-style-type: none"> <li>Playsafety Inspection report received. It was agreed to accept the low risk items and not to fence the river. The removal of the rope swing, previously agreed was to be expedited [Afternote: Removed 16 Jun 17]</li> </ol> </li> <li><b>Sports Field</b> Cllr Butler reported: <ol style="list-style-type: none"> <li>That the Cricket fixture due on the 28 May 17 had been cancelled due to insufficient numbers but that he had received a £200 contribution to running costs from the cricket club.</li> <li>Andover Royals would be playing home matches there on Sundays and will contribute £50 towards costs for each day. He suggested that they may want the showers reinstated (thermostats replaced) and perhaps work done on the slope of the floor. No decision was made.</li> </ol> </li> </ol>	<p><b>AW</b> <b>AN</b> <b>CW</b> <b>CE</b> <b>CIk</b></p> <p><b>CIk</b> <b>PH</b></p>
<b>11</b>	<p><b>Trees and Open Space</b></p> <ol style="list-style-type: none"> <li>The Green Tree Works. A Planning application was submitted on 8 Jun 17 and is pending approval within the next 6 weeks. Cllr Williams summarised the 2 quotes received. It was agreed that the contract be let to Rhys Dobbs who is to liaise with Cllr Williams regarding a joint inspection after the work.</li> </ol>	<p><b>CIk</b></p> <p><b>CW</b></p>

	<p>2. Cllr Williams recommended that a contractor be asked to remove new growth from the stump in Foundry Rd (opposite White Oak Way) and chemically treat it to prevent re-growth. It was also recommended that an alternative contractor be approached for the work on the willows in BBPF as nothing has been heard from the appointed firm despite hasteners. It was agreed that Rhys Dobbs be asked to quote</p> <p>3. A complaint about soccer being played on green area by Valley Mead has been received from a parishioner. This was discussed and as there are no existing restrictions on the use of the space and no other complaints or consensus objecting, no action would be taken. Clerk to inform parishioner.</p>	<p><b>Clk</b></p> <p><b>Clk</b></p>
<b>12</b>	<p><b>Footpaths and Highways</b></p> <p>1. <b>Cllrs to report any footpath issues.</b> Cllr Butler reported that path No 2 needs cutting back. This is on the 'Priority Cutting List'. The Clerk was asked to confirm the schedule with HCC [Afternote: Priority paths scheduled for Jul 17]</p> <p>2. <b>Road Safety</b> – Feedback from TVBC indicates Once again a general compliance with the speed limit, although as expected further up the hill there is a slightly greater speed recorded. After discussion, the Clerk was instructed to contact our HCC Cllr regard several roads issues to be discussed with him at the next meeting.</p> <p>3. <b>Cllr Newell to report any street lighting issues.</b> Nil.</p>	<b>Clk</b>
<b>13</b>	<p><b>External Committees and Events</b></p> <p>a. <b>Cllr Butler to report on changes to the website.</b> Nil. The Clerk reported that the Statement of Public Rights, Governance, and Accounting were now displayed.</p> <p>b. <b>Cllr Mrs Kennedy to report of upcoming events at the Village Hall.</b> Cllr Kennedy reported that the VH Committee met earlier in the week and were now planning winter events. Films would continue to be supplied by Moviola but projection would be done in-house. It was noted that the grass cutting was not going to the edges of the car park. Clerk to liaise with TVBC GM.</p>	<b>Clk.</b>
<b>14</b>	<p>Correspondence and E mail. Clerk to report on correspondence and emails.</p> <p>a. 10 May. Email from Paul Haywood re Funding assistance for playgrounds (hard copy via SK)</p> <p>b. 8 May. Returning Officer TVBC confirm P Council vacancy can be filled by co-option.</p> <p>c. 14 May. Introduction from new PCSO, Sam Bate. Invited to attend PC meet but is unable to book date for visit until she relocates from Romsey to Stockbridge station.</p> <p>d. 16 May. SWMS updated Legionella certification</p> <p>e. 25 May. Test Valley Passenger Transport Forum on Wednesday 12 July 2017. This will be held at Crosfield Hall in Romsey from 10am - 12 noon.</p> <p>f. 7 Jun. HCC Email Electric Vehicle Charging Point briefing on Monday 3 July 2017 at 0830 at Hampshire County Council's office in Winchester.</p> <p>g. 10 Jun The Green tree works site notice received and displayed</p>	
<b>15</b>	<p><b>Asset Register Review</b> – Clerk to confirm how building values are to be applied and to detail both the Pavilion and Chalk Pit. More research required regarding status on some street lights. Asset condition is to be assessed in Parish lands inspection walkabout.</p>	<p><b>Clk</b> <b>AN</b> <b>Cllrs</b></p>
<b>16</b>	<p><b>Transparency</b> – The Legal requirement is covered by Annex A to the Transparency Code applicable to Councils with a turnover of less than £25,000. The IA advice listing is above that requirement but might be considered best practice. The Chairman will review procedures, held and action is to be taken to annotate a parish property map.</p>	<b>Clk</b>
<b>17</b>	<p><b>Planning Statement Requirement</b> The Chairman stated that he felt this was an important and complex matter and asked Cllrs to prepare and justify their individual recommendations for discussion at the next meeting. The Planning Toolkit is available on TVBC website and the Clerk will issue the 2 hard copies for use by Cllrs AW &amp; AN and Cllrs CW &amp; SK. Cllr Butler expressed his view and offered to chair a Neighbourhood Plan Committee. The Chairman stressed that views and decisions are to be justified on need.</p>	<p><b>Cllrs</b> <b>Clk</b></p>
<b>18</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. The Clerk is to obtain an update.</p>	<b>Clk</b>
<b>19</b>	<p><b>Councillors to request any items to be included within the agenda for the Meeting to be held Wednesday 12<sup>th</sup> July 2017</b></p>	

The Meeting Closed at 2145 hrs