

UPPER CLATFORD PARISH COUNCIL
MINUTES FROM THE MEETING HELD ON WEDNESDAY 12TH FEBRUARY 2020
AT 7.30 PM IN THE KING EDWARD VII MEMORIAL HALL

Approved

Present:	Parish Cllrs P Heslop (Chairman), D Coole, H Folkard-Tapp, S Kennedy, A Lockhart, N Shah, C Williams, A Wilson (from item 3), HCC Cllr A Gibson Minutes: C Emmett Parish Clerk
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1	Apologies for Absence Parish Cllrs Bennett, Eyre, TVBC Cllr M Flood	
2	To receive and accept declarations of interest Cllr Shah notified the Council that he had submitted a planning application. It had not yet been received from TVBC and would not be discussed at this meeting.	
3	Public Participation Three members of the public attended and spoke on: 1. Proposed Clearance of Brook Way Bottom (BWB) – Item 12.2.a.i). The Brook Way resident stated that he was against the clearing of all vegetation, less mature trees, from BWB. He did not think dumping of green waste was a problem, that there were no rats, and waste help produce good compost. He was concerned that clearance would remove natural habitats and that it would remove a boundary to cars. 2. Potential Traveller use of Field in Watery Lane (Item 6). A resident from Highbury Rd advised the Parish Council of telephone calls he had received requesting permission for water pipes to be rooted through his land to adjacent plot for use by Travellers, which had purportedly been authorised by a ‘Council’. TVBC and the Parish Council had given no permissions and had not been in any consultation about such use. The resident was concerned that an unauthorised occupation and use of the site had been indicated by the caller if he did not give permission in a similar way to that at Scallows Lane, West Wellow.	
4	To approve the minutes of the Parish Council Meeting held on 8th January 2020. Cllr Kennedy proposed acceptance of the Minutes. Seconded by Cllr Shah. Agreed by all. The Chairman signed the Minutes.	
5	To receive the Clerk’s progress report since the meeting held on 8th January 2020 8.2. Cost tasks for Application to Locality FY 20/21. Not eligible for more than £726 (total £9k). Estimate of Consultant costs obtained. Complete 11.3. Cllr Coole to brief Chairman about any requirement for ‘Community Fund’ reference. Complete 11.3. Solar Farm approach. Complete 12.1. BBPF Jetty. Cllr Wilson to confirm it is inspected monthly. Confirmed. Complete 12.4.b. Cllr Coole to Investigate pavilion window repair/replacement and roof stains. Complete 13.1. Remove ivy from trees on The Green. Complete 13.2.a. Amend Commons Registration. Pending. 13.2.b. Quote for laurel removal at Brook Way Bottom. Requested from R Dobbs and M Mundy. Complete 13.2.b. Liaise with TVBC re green waste signage and enforcement. Complete 13.2.c. Bonfire remains to be removed. Complete 14.1.a. Footpath Priority Cutting List submission. Complete 14.1.c. Flood in Barksbury Bridge Rd. Contact HCC copy Cllr AG. Complete 14.1.d. Footpath 2. Contact Home Farm re fence and posts. Msg left on answerphone/mobile 15/1 and 21/1. Complete 15.1. Website analytics to Cllr Eyre. Complete. 17.2. Illuminated Speed Warning sign – order. Quotes sought. Ongoing 17.3. Prioritise projects list. Complete. 17.4.a. Check fitting and Order plaque (PH, Clk) Complete 17.4.c. Assets of Community Value – Details of scheme provided to Cllrs to consider potential listings. Complete. 17.5. Rural Payments Scheme. Investigate.- Need 5 hectares of cultivated land. Not applicable to UC PC. Complete	
6	Planning 1. Planning sub-committee to report on applications: a. 19/0291/FULLN Chestnuts, Foundry Rd. Erect 2 storey side and single storey front extension. Approved by TVBC b. 20/00168/FULLN 115 Bury Hill Close. Replace conservatory roof with solid roof, replace conservatory windows and add brickwork to some conservatory walls. No objection recommended.	

	<p>2. Watery Lane – Potential Unauthorised Use. The Council was concerned about unauthorised use/development in Watery Lane. The Clerk was instructed to contact S Water regarding planning status of the field and confirm what TPOs exist in the area.</p>	
7	<p>Neighbourhood Development Plan Steering Group Report.</p> <p>1. Cllr Shah reported that the SG and Consultant (DJN) had met on 17 Jan 20 to consider responses received during the Regulation 14 Consultation and agreed actions/replies. DJN is incorporating the changes into the NDP and provide the following to the Parish Council by 4 Mar 20 for consideration</p> <ol style="list-style-type: none"> Submission draft Consultation Statement – (Reg 14 actions). The Clerk was requested to print a hard copy for Cllr Kennedy Basic Conditions Statements. <p>At the Parish Council meeting on 11 Mar 20 a decision/approval of the package to be submitted to TVBC for Regulation 16 consultation. The process would then continue under the guidance of TVBC through Regulation 16, the Examiner and Parish Referendum for completion by late autumn.</p> <p>2. Developing Action Plans in the Rural Areas – Bids. Places had been booked for Cllrs Coole and Shah. Apart from Chairman who was considering attending no further places were requested.</p>	
8	<p>Borough Councillor to provide a monthly report</p> <p>1. TVBC Cllr Coole advised:</p> <ol style="list-style-type: none"> There was still funding in the Community Grants scheme and that consideration of an application to offset costs of a SID might be eligible. TVBC Climate Action Day was to be on 24 Apr 20 coordinated by james.moody@testvalley.gov.uk TVBC and Andover Town Council are discussing transfer of further responsibilities to the TC. <p>2. Cllr Flood had notified the following by email:</p> <ol style="list-style-type: none"> Test Valley's Revenue Budget and Council Tax proposals for 2018/19 presented to Cabinet on February 12th. The proposed council tax resolution will see Test Valley's portion of the council tax rise in line with inflation: residents would pay £146.41 a year for the average band D property, an increase of less than 10p a week. TVBC is consistently in the lowest 15 per cent when compared to other district councils in the country, currently £41 below the average, protecting frontline services. The financial plans for 2020/21 will go before full council at the end of March. Environmental Services has introduced Sparkle Events through the Love Where You Live initiative. A Sparkle Event could be anything with an environmental theme such as a community clean up or a recycling roadshow. The Environmental Service can support Sparkle Events by providing free equipment and removing waste free of charge. They can also attend events and visit local groups or organisations, running a wide range of educational activities as part of the Love Where You Live and Recycling Stars initiatives. 	
9	<p>County Councillor to provide a monthly report</p> <p>1. Cllr Gibson reported that:</p> <ol style="list-style-type: none"> There would be a full Council meeting on 13 Feb looking at a 3.99% rise in budget including an allocation of 3m for climate measure that HCC may be looking to parishes to determine and drive with delegated funding. HCC Cllr grants close on 28 Feb 20 and re-open on 1 Jun 20. Cllr Gibson has allocated his share already. There is an ongoing Library 'Consultation' which proposes several closures. The Conservative Party are undertaking a selection process for future candidates and that he would not be standing at the next election. Highways remain under pressure due to potholes and recent flooding. <p>2. Roadway markings. It was noted that the painted footpath markings by Bridge Cottage had almost disappeared. Cllr Gibson suggested this be reported on the website.</p> <p>3. Balksbury Bridge Rd Flooding. Thanks were passed to Cllr Gibson for his email to Highways. Work on 31 Jan and 12 Mar seems to have rectified the problem.</p> <p>Cllr Gibson left at this point.</p>	Cik
10	<p>Finance:</p> <p>1. To receive and approve the financial statement for 1 January – 31 January 2020</p> <ol style="list-style-type: none"> Approval of the financial statement issued before the meeting was proposed by Cllr Williams, seconded by Cllr Wilson and approved by all. The Chairman signed to confirm this. 	Cik

	<p>b. Virement. Cllr Coole proposed the virement of £500 from the NDP line to Playing Fields and Insurance as proposed at the at meeting be authorised. Seconded by Cllr Wilson. Agreed.</p> <p>2. Approve payments to be made.</p> <table border="0" style="width: 100%;"> <thead> <tr> <th style="text-align: left;">Payee</th> <th style="text-align: right;">Amount</th> </tr> </thead> <tbody> <tr> <td>HALC (Planning Trg Cse - NS)</td> <td style="text-align: right;">£54.00</td> </tr> <tr> <td>DJN Planning Ltd (NDP)</td> <td style="text-align: right;">£1,554.60</td> </tr> <tr> <td>R Dobbs (GM & Hedges)</td> <td style="text-align: right;">£631.00</td> </tr> <tr> <td>TVBC (Bonfire remains clearance)</td> <td style="text-align: right;">£128.40</td> </tr> <tr> <td>C Emmett (Salary & Expenses)</td> <td style="text-align: right;">£365.10</td> </tr> <tr> <td>HMRC (PAYE)</td> <td style="text-align: right;">£88.80</td> </tr> <tr> <td>British Gas (Pavilion)</td> <td style="text-align: right;">£25.62</td> </tr> <tr> <td>Kirby Gas (Pavilion Boiler)</td> <td style="text-align: right;">£66.00</td> </tr> <tr> <td>Cartridge Save (Printer Ink) -Card</td> <td style="text-align: right;">£78.25</td> </tr> </tbody> </table> <p>3. Grant Request – All Saints Flower Festival (Sponsor a display). In response to a request to sponsor a display Cllr Lockhart proposed an S137 grant of £50.00 be made. Seconded by Cllr Coole. Agreed by all.</p> <p>4. Solar Farm The Chairman stated that he had written to the management company of the Cowdown Solar Farm requesting a meeting to discuss community funding and awaited a reply.</p> <p>5. NDP Budget Funding 2020/21. There is a potential shortfall in the budget allocation for NDP work in FY 20/21 of up to £1850.00 based on revised tasks submitted by Cllr Eyre and the Consultant. The Clerk confirmed that only a minimal Locality grant might be available and recommended the additional sum be added to the budget from cash reserves. Cllr Wilson proposed that £1850.00 be added to the NDP budget line for FY20/21 from cash reserves to cover potential NDP costs. Seconded by Cllr Coole. All Agreed.</p> <p>6. Internal Audit. IA planned for 28 Apr 20.</p>	Payee	Amount	HALC (Planning Trg Cse - NS)	£54.00	DJN Planning Ltd (NDP)	£1,554.60	R Dobbs (GM & Hedges)	£631.00	TVBC (Bonfire remains clearance)	£128.40	C Emmett (Salary & Expenses)	£365.10	HMRC (PAYE)	£88.80	British Gas (Pavilion)	£25.62	Kirby Gas (Pavilion Boiler)	£66.00	Cartridge Save (Printer Ink) -Card	£78.25	Cllk
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11	<p>Playing Fields</p> <p>1. To report the Monthly Monitoring of Play Park Equipment.</p> <p>a. AW reported on BBPF and confirmed he inspects the Jetty. No issues to report.</p> <p>b. CW reported no issue at AVPF</p> <p>2. Anna Valley Playing Field (AVPF) The football goal area will be out of use shortly following levelling and re-seeding.</p> <p>3. Balksbury Bridge Playing Field (BBPF). Nothing to report.</p> <p>4. Sports Field</p> <p>a. Moles. Moles had been reported on field. Clerk obtained costs for a mole catcher and asked UCYFC if they would pay as the club had dealt with this issue in the past and paid nothing for field hire – No reply has been received.</p> <p>b. Boiler pilot light failure reported by UCYFC. J Kirby inspected and no fault found. . Boiler now set to Timer-Off and thermostat to 13 C.</p> <p>c. Roof Stains. Cllr Coole reported that an inspection of the roof indicates it is sound and suggests mould and stains may be due to temperature and humidity changes.</p> <p>d. Rotting Window. Cllr Coole will obtain quotes.</p> <p>e. Pedestrian Gate. A quote to replace the broken pedestrian gate was discussed. This would allow access from Village Street by ambulance crew/paramedics with stretcher. Approved for work this FY.</p> <p>f. Defibrillator. Cllr Shah had received a request from one of the UCYFC team managers for approval of a defibrillator fund raising activity in Tesco. A member of the public attending advised that the Jamie G Trust might still have portable equipments available for sports teams. Cllr Shal will pass back details.</p> <p>g. Dustbins. Cllr Heslop asked about the status of the bins and how/when they were put out/returned. This is managed by UCYFC who are keen to get a further bin for recyclable waste.</p>	Cllk NS																				
12	<p>Trees and Open Space</p> <p>1. Trees</p> <p>a. Taskers Drive – Cllr Williams stated she had agreed with a Taskers Drive resident request that they be allowed to remove a fir and branches overhanging their drive and tidy the parish bushes next to their house. They also requested the PC remove/ reduce a tree to the rear of their house. Due to cost and the cosmetic nature of the task this would not be done although any overhanging branches can be removed.</p> <p>b. The Green.</p>																					

	<ul style="list-style-type: none"> i. Cllr Bennett had cleared the ivy at the base of trees earlier in the month. ii. Highways had cleared Red Rice Rd of a storm damaged tree at the weekend. Wood / debris on The Green is available for parishioners. The Clerk was to arrange clearance of any residue left on 19 Feb 20. The trees were last professionally inspected in 2017 and were due re-inspection. Clerk to arrange this and the high risk (due to proximity of housing) trees at White Oak Way and Brook Way. c. Fallen tree on Bury Ring footpath. This has been brought to the attention of the landowner. <p>2. Open Spaces Following the comments from the member of the public the Council discussed the proposal to clear BWB in principle. It was agreed that this would take place. Rather than close the meeting to discuss quotes for this and Grounds Maintenance at this stage Council agreed to taking that matter as the last item of the meeting.</p>	<p>Cllk</p> <p>Cllk</p>												
13	<p>Footpaths and Highways</p> <p>1. Cllrs to report any footpath issues. Cllr Bennett had reported the following:</p> <ul style="list-style-type: none"> a. Footpath 2. Green waste fly tipping had been noted near footpath 2 and ivy is growing across the path. Ownership and responsibility for clearance to be clarified. b. Dog poo bags. There seems to be an increase in the idiotic habit of bagging dog poo and then hanging or throwing it in the hedgerows. He suggested a more specific sign be used to deter the practice. <p>2. Road Safety</p> <ul style="list-style-type: none"> a. Footpath Markings on Balksbury Bridge Rd. It was noted that these were badly worn in places and needed repainting for safety reasons b. Red Rice Rd. A 30mph reminder sign on the right side is obscured by hedging. It looks like it has been positioned on the bank which is private land and may be better repositioned rather than constant trimming of hedging. c. Watery Lane. Weight restriction sign (7.5 ton) is only at Norman Court Lane end. d. Salt Bin & Sign damage on Sam Whites Hill reported. Enquiry Reference: 21481928. <p>3. Cllrs to report any street lighting issues Nil.</p>	<p>Cllk</p> <p>Cllk</p> <p>Cllk</p>												
14	<p>External Committees and Events</p> <p>1. Report on changes to the website .</p> <p>2. Cllr Mrs Kennedy to report of upcoming events at the Village Hall. Cllr Kennedy reported, see Village Hall website https://www.upperclatfordvillagehall.co.uk/committee-events/</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Saturday 29 February</td> <td>Moscow Drug Club</td> </tr> <tr> <td>Saturday 7 March</td> <td>DirkJan Ranzijn's musical extravaganza</td> </tr> <tr> <td>Saturday 30 May</td> <td>Chris Walker and the Pedigree Jazz Band</td> </tr> <tr> <td>Monday 17 February</td> <td>Downton Abbey</td> </tr> <tr> <td>Monday 16 March</td> <td>The Good Liar</td> </tr> <tr> <td>Monday 27 April</td> <td>1917</td> </tr> </table> <p>3. Cllrs to report on other meetings Cllr Coole briefly discussed Hampshire 2050</p>	Saturday 29 February	Moscow Drug Club	Saturday 7 March	DirkJan Ranzijn's musical extravaganza	Saturday 30 May	Chris Walker and the Pedigree Jazz Band	Monday 17 February	Downton Abbey	Monday 16 March	The Good Liar	Monday 27 April	1917	
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15	<p>Correspondence and E mail. Clerk to report</p> <ol style="list-style-type: none"> 1. 8 Jan 20. HALC. Royal Garden Party Nominations - 19th May 2020. Sent to Chairman. 2. 10 Jan 20. TVBC Env. Green Waste Fly Tipping - Brook Way Bottom. 3. 13 & 22 Jan 20. Cllr Gibson HCC to Highways. Balksbury Hill flooding. 4. 13 Jan 20. Test Valley Borough Council: Land adjacent Shirley Lodge, Upper Clatford, ANDOVER SP11 7QU now name Yew Tree House 5. 13 Jan 20. Chairman Neighbourhood Watch. Volunteers needed. Posted on website as News item 6. 15 Jan. TVBC. Developing Action Plans in the Rural Areas - Book Now! Copied to Cllrs for bids by/at Feb PC meeting. 22/1 bids for NS on 3 Mar and DC on 12 Mar submitted. 7. 17 Jan. HALC. Employment Law Factsheet: Changes to employment contract requirements wef Apr 20. Copied to Chairman 8. 19 Jan. DC & UCYFC. Moles on sports field. 9. 20 Jan. SW Railway. An update on improving our customer journeys. Published on website. 10. 22 Jan. HCC. Parish Council Shelters Directory Jan 2020 survey. Replied. 11. 23 Jan. TVBC. Test Valley Association of Parish and Town Councils Agenda - 27 February 2020. Attendance and social housing issues tbc 12. 23 Jan. HCC. Hampshire 2050 Parish Council Event 09 JAN 20 presentation slides. Copied to DC 13. 23 Jan. HALC/NALC. JPAG Practitioners Guide survey. Completed. 14. 24 Jan. Leander. Plaque order confirmation. Delivery due late Feb 20. 15. 24 Jan. Notice of HALC Annual Conference 18 March 2020 													

	<p>16. 26 Jan. SN. Re management of SIDs.</p> <p>17. 29&30 Jan. Parishioners. Paddock Watery Lane.</p> <p>18. 29 Jan. Parishioner. Blocked footpath on Bury Hill Ring. Asked it be reported to HCC on their website. Believe it may be as noted and reported to owner by Cllr Bennett.</p> <p>19. 29 Jan. Internal Auditor. Arrange date for IA.</p> <p>20. 30 Jan. TVBC Planning. HP 56439 Paddock Watery Lane. There are no ongoing consultations with the Planning Authority.</p> <p>21. 30 Jan. UCYFC. Pavilion boiler problem. Arranged heating engineer visit for 4 Feb. No fault found. Set timer to off and thermostat to 13.</p> <p>22. 30 Jan. ATC. SIDs & HCC contacts</p> <p>23. 3 Feb. HALC. Rural Community Energy Fund Workshop - 13 February</p> <p>24. 4 Feb. Parishioner. Trees Taskers Drive. Passed to CW</p> <p>25. 5 Feb. HALC. HALC Conference 18 March 2020 - Book Now! Revision. Copied to Cllrs.</p> <p>26. 10 Feb. TVBC. Commonwealth Flag flying ceremony 9 Mar at 9.50 am.</p> <p>27. 11 Feb. HCC Highways. Salt Bin Damage - Foundry Rd (Sam Whites Hill) Upper Catford. Copy of report being forwarded to 'Roads information'. Email sent due to fault on HCC reporting website.</p>	
16	<p>Community Actions/Projects</p> <p>1. Prioritisation of List Cllr Shah reported that the WP had reviewed and prioritised list.</p> <p>2. Other Projects</p> <p>a. S Hopkins Plaque. Due delivery late Feb 20. PVH has volunteered to mount it on Village Hall.</p> <p>b. Assets of Community Value (Community Right to Bid). It was agreed the following were to be registered: The Crook & Shears public house and the water meadow field HP 56439 by majority vote.</p> <p>c. Illuminated Speed Sign. The Clerk stated that a variety of manufacturers details and prices had been obtained and sent to Cllrs. It was recommended that the sign produced by Elancity with 'Slow Down' and speed recording be obtained and that the solar option, less panel, should be purchased as this would allow the solar option to be used at a later date if HCC policy of moving sites regularly changed. Purchase was agreed. The Clerk had also been in contact with a potential managing contractor however based on cost the PC would look to managing battery changes and re-location 'in-house'.</p> <p>d. Resilience. In light of the recent power outage caused by storm Ciara, Cllr Coole proposed that the Council apply to SSE for several packs of glowstick lights to be held/distributed by Cllrs in future such events. Agreed. Cllr Kennedy was also asked to establish with the Village Hall Committee what plans they had in place to use the Village Hall as a resilience shelter.</p>	<p>Cllk</p> <p>Cllk</p> <p>Cllrs</p> <p>Cllk</p> <p>SK</p>
17	<p>Councillors to request any items to be included within the agenda for the Public Meeting and/or The Parish Council Meeting to be held Wednesday 11th March 2020</p> <p>1. Public Meeting. It was request that the local police be invited to give an update to the community.</p> <p>2. PC Meeting. Nothing extra.</p>	Cllk
12 (cont)	<p>Trees and Open Spaces (Continued). To pass a resolution in accordance with the Public Bodies (Admissions to Meetings) Act 1960 to exclude the press and public for consideration of quotes for Grounds Maintenance 2020 – 22 and clearance of Brook Way Bottom. Resolved. The members of the public remaining left the hall while quotes were discussed for:</p> <p>1. Brook Way Bottom – Shrub clearing. It was agreed that the quote from R Dobbs be accepted.</p> <p>2. Grounds Maintenance. It was noted that the current contractor had decided not to bid. After discussion of the 3 quotes received the Clerk was requested to seek to split the work between Enham for items 1 (VH Car Park) and 2 (Village area grass and shrubs) and to TVBC for item 3 (sports field tasks).</p>	<p>Cllk</p> <p>Cllk</p>

Meeting Closed at 10.08 pm