

**MINUTES FROM THE MEETING HELD ON WEDNESDAY 13TH JUNE 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 11TH JULY 2018

Present:	Parish Cllrs P Heslop (Chairman), S Kennedy, D Coole, C Eyre, A Lockhart, A Newell, C Williams, A Wilson (until item 14), Cllr N Shah (from item 4) TVBC Cllr M Flood Minutes – C Emmett, Parish Clerk
1	Apologies for Absence Cllr G Stallard
2	To receive and accept declarations of interest Nil.
3	Public Participation Two members of the public attended but did not speak. The Chairman requested that Agenda item 16 be taken at this stage. Agreed by all
16	Council Vacancies. Consider Mr N Shah for Co-option. Cllr A Lockhart proposed the co-opting of Mr N Shah to the Parish Council. Seconded by Cllr D Coole. Accepted. Mr Shah then signed the Acceptance of Office form and assumed the role of Cllr.
4	To approve the minutes from the meeting held on 9th May 2018 Subject to a manuscript amendment and correction on the website to item 5 the minutes were accepted and signed by the Chairman. Clk
5	To receive the Clerk's progress report since the meeting held on 9th May 2018 Item 2. Chairman Acceptance of Office to be signed. Complete 4.2. Register of Pecuniary Interests declaration PH. Complete 5. Amend Committee membership on website. Complete 10. NDP SG to liaise with TVBC officer re- survey questionnaire. Complete 10. NDP SG Minutes to website. Complete 13. Adopt SOP and record approval of Risk Assessment and Fin Regs. Complete 14.1. Copy of signed AGAR etc to IA as requested. Complete 14.2. AGAR to be submitted to external auditor. Completed by email 14.4. Pay bills. Complete 15.4.a. Liaise with TVBC re costs of moving goal posts. Quote sent to Cllr DC. Complete 15.4.b. Gas safety inspection at pavilion on Tue 15 May. Complete 16.1. Confirm TPO status of firs and obtain quote for reducing. No TPO quote sent to Cllr CW. Complete 16.2. Land clearance. Express concerns to TVBC. Complete 17.1.a. Re-iterate safety concern with wall on Sam Whites Hill. Complete HCC confirm that the site has been inspected and the ownership is currently being investigated. In the meantime, as they do not believe the wall is highway, it has been reported the matter to TVBC building control who have the authority in these cases (ref 84000). https://www.testvalley.gov.uk/planning-and-building/buildingcontrol/dangerous-buildings-amp-structures 17.1.b. Green waste fly tipping on footpath 3. Letter drop Complete 18.1. Arrange Hugo Fox training. Date set for 18 May. Changed to Tue 29 May – attended by CCE, DC & Clk. Complete
6	Planning – Planning sub-committee to report on the following applications: 1. 18/01182/FULLN – Replace Conservatory 34 Brook Way The Chairman advised all that a very minor change had been received with a very short deadline. He felt there was no impact on the 'No Objection' submitted following the earlier circulation. 2. 18/01338/FULLN -11 Valley Mead Convert garage into family room. Reply to TVBC by 20 June 3. 18/01366/VARN - Cricklade Lodge Revised roof drawing. Reply to TVBC by 22 June. This remains on circulation within the Planning Committee. 4. 18/01275/TREEN – Crook & Shears. Raise Crown height of 2 Beech trees. Clerk to submit a No Objection 5. 18/01432/FULLN – 21 Taskers Driver. Extension over garage. On circulation from 11 June. Reply to TVBC by 28 June 6. Bury Hill Ring – Despite the withdrawal of the Change of Use planning application, wooden buildings (stables) have been erected in a field to the south of Bury Hill Ring and are being advertised as DIY stables. TVBC have been alerted by a parishioner and the Clerk and are investigating. Cllr Flood suggested that it may be of benefit to Cllrs and any members of the public for TVBC officers to brief them on Planning Enforcement. This was agreed. The Chairman would confirm preferred date/time [Afternote: Requested for 7.30 pm on 11 July 18 as first Clk

	item at the next meeting. Clk to advise Cllr MF]	Clk																																	
7	<p>Neighbourhood Development Plan Steering Group Report Cllr Eyre displayed slides and spoke on NDP SG activities as follows:</p> <ol style="list-style-type: none"> Web site development of NDP page. The aim was to make this page on live asp. while other Parish Council and Community pages remained in development. It was noted that the existing Parish Council site must remain live until at least 13 Jul 18 during the public consultation period on the AGAR. Cllr CE to provide link to Cllrs for review and feedback asp Cllr MF agreed to confirm whether the profiles provided by TVBC could be displayed. Banner. The SG proposed to have 4 large banners (2m x 0.6m) produced and displayed in prominent positions around the Parish to draw attention to the process if land owners etc were agreeable. Flyer. Minor amendments had been made to update links to new website. Time Line. The proposed timeline was displayed. Key dates were: <ul style="list-style-type: none"> 20 June – New NDP web site live 9 Jul 18 ‘NDP Kick Off Meeting’ in the Village Hall. Open to all but SG were also canvassing contacts to ensure awareness 10 – 20 Jul 18 Questionnaire distribution and page goes live on website. Proposals: Cllr Eyre proposed: <ol style="list-style-type: none"> The Clerk be requested to apply for TVBC NDP grant. Seconded by Cllr Coole. Agreed Authority for production of banners, leaflets, and refreshments for the Engagement Meeting be approved. Seconded by Cllr Lockhart. Agreed. Budgetary approval to commit up to £1000 (includes the £500 previously authorised) on items at 7.5.2 above. Seconded by Cllr Wilson. Agreed 	<p>CE Cllrs MF</p> <p>Clk</p>																																	
8	<p>Borough Councillor to provide a monthly report Cllr Flood reported:</p> <ol style="list-style-type: none"> Work on Salisbury Road is to improve pedestrian access in several areas including an ‘informal crossing’. TVBC Apprenticeships. Six apprenticeships are available with TVBC (2 x Grounds Maintenance, 2 x Business Admin, 2 x Customer Services). Details on TVBC website. Registration of the Parish intent to produce an NDP has been advertised for public consultation. Local Plan Review. Cllr Flood stressed the importance to all parishioners, particularly as the ‘Local Gap’ was an unusual planning feature. She urged parishioners to support it by responding during the public consultation period which opens in Jul 18. Community Governance Review. The Chairman stated he understood the logic of aligning the parish boundary with the A303 but failed to understand the subsequent logic of making exceptions. He asked Cllr Flood what action should be taken. She made it clear that a formal input before the close of the consultation period, 6 Jul 18, was required before it would be considered by TVBC. 	<p>All</p> <p>PH</p>																																	
9	County Councillor to provide a monthly report Nil																																		
10	<p>Finance:</p> <ol style="list-style-type: none"> To receive and approve the financial statement for 1st May 2018 – 31st May 2018. Previously circulated. Agreed by all. The Chairman signed and dated the statement to confirm acceptance. To approve payments to be made. <table border="1"> <thead> <tr> <th>Chq No.</th> <th>Payee</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>2009</td> <td>C Emmett (Salary&Overtime)</td> <td>£447.00</td> </tr> <tr> <td>2010</td> <td>HMRC (PAYE)</td> <td>£111.60</td> </tr> <tr> <td>2011</td> <td>C Emmett (Office Expenses)</td> <td>£39.50</td> </tr> <tr> <td>2012</td> <td>Kirbygas (Pav Boiler Service & Insp)</td> <td>£72.00</td> </tr> <tr> <td>2013</td> <td>British Gas (Pavilion)</td> <td>£26.00</td> </tr> <tr> <td>2014</td> <td>HALC (Training)</td> <td>£36.00</td> </tr> <tr> <td>2015</td> <td>ICO (Annual registration)</td> <td>£40.00</td> </tr> <tr> <td>2016</td> <td>Dean Noble</td> <td>£75.50</td> </tr> <tr> <td>2017</td> <td>P.A. Holloway (Repair parts benches etc)</td> <td>£550.00</td> </tr> <tr> <td>2018</td> <td>A Lockhart (Archive parking 31 May)</td> <td>£2.80</td> </tr> </tbody> </table> Card Transactions Made to date in May/June 18 26/05/2018 Survey Monkey £35.00 	Chq No.	Payee	Amount	2009	C Emmett (Salary&Overtime)	£447.00	2010	HMRC (PAYE)	£111.60	2011	C Emmett (Office Expenses)	£39.50	2012	Kirbygas (Pav Boiler Service & Insp)	£72.00	2013	British Gas (Pavilion)	£26.00	2014	HALC (Training)	£36.00	2015	ICO (Annual registration)	£40.00	2016	Dean Noble	£75.50	2017	P.A. Holloway (Repair parts benches etc)	£550.00	2018	A Lockhart (Archive parking 31 May)	£2.80	
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	06/06/2018 Cartridgesave £28.12 06/06/2018 Halfords (Padlock & Chain–Sportsfield) £95.00	
11	<p>Playing Fields</p> <ol style="list-style-type: none"> To report the Monthly Monitoring of Play Park Equipment. Weed growth under the climbing frame was noted. TVBC GM to be asked to treat. Nothing noted in BBPF. Anna Valley Playing Field. Nil Balksbury Bridge Playing Field. The Clerk was asked to contact the neighbour about the dying tree over the river. Sports Field <ol style="list-style-type: none"> Travellers – A summary of actions taken was given and appreciation expressed for waste clearance work by UCYFC and collection by TVBC. The field was considered suitable for use except the taped area around the oak at the top of the field. Height restricting barriers with shrouded locks are being researched to prevent re-occupation. Provisional booking for Cricket Match on 1 July 18 cancelled to due unwillingness to comply with booking Ts&Cs and non-payment of booking fee. Possible Widening of Football Pitch. Cllr Coole stated a quote had been received for inserting bases for re-positioned goal posts to allow for a wider adult pitch. This would still leave 2 enough space for 2 cricket strips should they be needed. Cllr Eyre recommended authorising the work necessary to re-position the goal posts as per the quote. Seconded by Cllr Lockhart. Agreed. Clatfest. This is a Clatford school PTA event at the field on 23 Jun 18 [Afternote: Now taking place on 30 Jun 18]. 	<p>Clk</p> <p>Clk</p> <p>Clk</p> <p>Clk</p>
12	<p>Trees and Open Space</p> <ol style="list-style-type: none"> Fir Trees in Foundry Rd – Cllr Williams stated that she had discussed the quote with the owners of the adjacent property who considered high. Reasons for this were explained. The trees are not considered dangerous by the tree surgeon therefore no action by the Parish Council was considered necessary. It was however agreed that the neighbours could have them removed if they arranged and funded it. Rook colony in Bury Hill Close/Ring – Clerk stated he had received an enquiry from a Bury Hill Close resident about what could be done about the noisy rookeries. TVBC were unable to advise and the correspondent had been directed to commercial websites. Cllr Lockhart had obtained conveyance documentation etc for solicitors action. The Clerk was asked to obtain additional quotes for the registration work.. Hedge opposite 31 & 32 Valley Mead appears diseased. (Info from parishioner says it smells and is possibly infecting other plants). Clerk has asked TVBC Grounds Maintenance staff what can/should be done. Land Clearances N of BBPF and by Bury Hill Farm. This has been drawn to the attention of TVBC who are investigating the clearance to the north. The other has been looked into and TVBC have deemed it expedient to take no further action. The Clerk was asked to draft an FOI inquiry letter on the decision regarding the cobb wall and seek the planners views on whether the absence of the wall changes planning consideration. 	<p>CW</p> <p>Clk</p> <p>Clk</p>
13	<p>Footpaths and Highways</p> <ol style="list-style-type: none"> Cllrs to report any footpath issues. Cllr Eyre stated that footpath 2 is overgrown. It is on the HCC priority cutting list for July however the Clerk was requested to ask the land owner if they could cut it before then. The grassed area by the footpath on Sam Whites hill needs cutting. Clerk to contact Aster Housing. It was reported that dog fouling was an issue on footpath 3. Clerk to submit a notice for the Clatfords magazine. Road Safety. Cllr Coole stated he understood that it was now HCC policy not to consider introducing further 20mph zones. Availability of '20 is Plenty' notices is to be established. Cllr Newell to report any street lighting issues. It was felt that a light on Sam Whites Hill was obscured by tree growth. <p>Cllr Wilson left the meeting at this point</p>	<p>Clk</p> <p>Clk</p> <p>Clk</p> <p>Clk</p>
14	<p>External Committees and Events</p> <ol style="list-style-type: none"> Report on changes to the website. Cllrs Eyre, Coole and the Clerk had attended Hugo Fox training. The new site at upperclatford.com is being developed page by 	

	<p>page (only NDP by CCE at present) but is not live. A quote for hosting parish email addresses has been requested. The Clerk thanked those that had responded to the GDPR permissions letter. He stated that details held for all Cllrs would be retained because they are necessary for communication PC matters or are in the public domain by reason of office held (Cllr) unless specifically requested to delete them.</p> <p>2. Cllr Mrs Kennedy to report of upcoming events at the Village Hall. Events are published on the Village Hall website. Cllrs expressed concern about the relocation of the main hall lighting switch to the kitchen area.</p> <p>3. Cllrs to Report on other meetings</p> <p>a. Neighbourhood Planning - Your Plan-Evolving Together on 24th May 2018. Cllr Lockhart reported that this was worthwhile and improved her knowledge base</p> <p>b. TVBC Parish Council Briefing on the Local Plan 11 Jun – Cllr Lockhart said poor acoustics in the venue detracted from much of the content.</p>	
15	<p>Correspondence and E mail</p> <p>1. 11 May – Parishioner. PC vacancy application and thoughts on NDP</p> <p>2. 11 May – Lloyds Bank. Revised Ts&Cs for mobile banking.</p> <p>3. 11 May – TVBC. Invitation to Chair and Clerk for Armed Forces Flag Raising Ceremony being held on Monday 18th June from 10.45am. Send to Cllr SK</p> <p>4. 14 May – HALC ad for Fullers Village of the Year Competition.</p> <p>5. 16 May – TVBC Minutes - Northern Area Planning Committee - 10 May 2018.</p> <p>6. 16, 17 and 22 May – J Murray. Asset Register. No action required. Misdirected emails.</p> <p>7. 18 May – Seafarers Uk – Request to fly a Red Ensign on Merchant Navy Day 3 Sep</p> <p>8. 19 May – Cricket coordinator request for contact details of Cllr Coole. Replied that Clerk would forward any communication.</p> <p>9. 21 May – WelMed GDPR permission request. Agreed</p> <p>10. 21 May – HCC Invitation - Annual County Service 2018 24 Jun 18 Winchester Cathedral. Forwarded to Chairman.</p> <p>11. 21 May – Troy Planning & Design. Neighbourhood Planning Newsletter - Spring 2018. Sent to CCE.</p> <p>12. 22 May – TVBC. Parish Council update of records re the Recycling Star initiative.</p> <p>13. 22 May – Parishioner email re cricket and urn availability. Urn unserviceable and not to be replaced by PC.</p> <p>14. 22 May – Individual email re sports field hire liability insurance. Copied to DC</p> <p>15. 22 May – HCC. Test Valley Passenger Transport Forum on Wednesday 27 June 2018. From 1000 -1200 in Beechurst.</p> <p>16. 23 May - CPRE Newsletter. To Cllrs</p> <p>17. 24 May – 123 Reg. Google Chrome will soon be flagging sites without SSL. 24 May – TVBC. Update to TVBC Information Book</p> <p>18. 25 May – TVBC. Electric Car event in Romsey on 29 Jun. Cllr AL attending</p> <p>19. 25 May – HCC. Parish Council Transport Reps Meeting Sat 16 June. Copied to Cllrs.</p> <p>20. 25 May - Minutes - Test Valley Association of Parish and Town Councils - 24 May 18.</p> <p>21. 31 May – Cllr. New Buildings near Bury Hill Ring. Inquiry sent to TVBC</p> <p>22. 8-10 Jun. Sec UCYFC various update emails re post traveller clear-up of sports field.</p> <p>23. 7 Jun – TVBC Documents are ready for Northern Area Planning Committee meeting on 21/06/2018. Nil for UC area</p> <p>24. 8 Jun – Butterflies Bereavement. Closure of the Phoenix in Romsey/ Bereavement Support. Phoenix Inn in Romsey is now shut. New premises opening on 1 July in the Wisdom Centre, Romsey. Poster to follow.</p> <p>25. 8 Jun. Came & Co. Advice on requirement for hirer to have own liability insurance for sports field/pavilion.</p> <p>26. 8 Jun. P Clayden. Advice on requirement for hirer to have own liability insurance for sports field/pavilion.</p> <p>27. 11 Jun. web Works 2 2018 Holiday Closure Arrangements, closed from:15-24 June.</p> <p>28. 12 Jun. Parishioner. Message asking whoever cuts grass on verge by church to please leave it later next year after flower seeds have set. They cut down some Marsh Orchids this week. Cllr Kennedy will liaise with grass cutter.</p> <p>29. Numerous emails offering web design services. Domain privacy at £4.99 pa agreed</p>	<p>Clk</p> <p>SK</p>
17	<p>Councillors to request any items to be included within the agenda for the Meeting to be held Wednesday 11th July 2018</p> <p>Cllr Kennedy requested item : Commemorative Plaque</p>	

Meeting Closed at 9:55 pm