

UPPER CLATFORD PARISH COUNCIL
MINUTES FROM THE MEETING HELD ON
WEDNESDAY 13th DECEMBER 2017
AT 7.30PM IN THE KING EDWARD VII MEMORIAL HALL
THESE MINUTES ARE THE AMENDED RECORD FOLLOWING THE NEXT MEETING ON 10 JAN 18

Present:	Parish Cllrs P Heslop (PH - Chairman), S Butler (SB - Vice Chairman) (from item 9), C Crosthwaite Eyre (CCE), S Kennedy (SK), , C Williams (CW), TVBC Cllr M Flood (MF), HCC Cllr A Gibson (AG) (from item 6) Minutes – C Emmett, Parish Clerk (Clk)
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1	Apologies for absence. TVBC Cllr G Stallard, Cllr A Newell, Cllr A Wilson	
2	To receive and accept declarations of interest Nil	
3	Public Participation One member of the public was in attendance.	
4	To approve the minutes from the meeting held on 8th Nov 2017 Councillors agreed that the minutes were a correct record of proceedings. The Chairman signed and dated the minutes to confirm this.	
5	<p>To receive the Clerk's progress report since the meeting held on 8th Nov 2017</p> <ol style="list-style-type: none"> 1. Item 6.1.a. 17/02745/TREEN – Submit No objections. Complete. 2. Item 6.2. Cllr MF agreed to clarify the meaning and import of the terms Strategic Gap and Local Gap. The settlement boundary is a land use planning tool set out in the local plan for the purposes of defining the built-up area of the village. In defining the settlement boundary TVBC would have used physical features to mark the difference between the settlement and countryside. Usually parish boundaries do not 'line up' with the edges of settlements. She would provide the 'Settlement' map and 'gap' details for the next meeting. Ongoing 3. Item 6.3. Police House. Cllr Kennedy to respond to resident's enquiry. Complete 4. Item 8. Church Lane Bridge. Letter should be sent to the Officer responsible in Hampshire Highways regarding its safety and integrity. Complete Cllr PH summarised response (see item 13) 5. Item 10. Copy the Minute agreeing to producing a NDP be sent to TVBC. Complete. 6. Item 10. NDP WG develop a project plan for the next meeting to show how the project would move to the first public meeting and its proposed date. WG to report at item 10. 7. Item 10. Cllr SK to send all Cllrs her draft amendment to the VDS. Pending 8. Item 11.1.b. A folder of Play Park check sheets to be provided to CW and more sheets to AW. Complete 9. Item 11.2. AVPF Bin. Remove. See item 11. Complete 10. Item 11.3. BBPF. Order toddler swing frame. Complete. 11. Item 11.4. Sports Field <ol style="list-style-type: none"> a. Showers. Accept quote from C McDonnell for completing this FY. Complete. b. Wicket Maintenance. Quote for wicket maintenance to be obtained. Complete 12. Cricket. Clerk to arrange booking and fee collection. Terms and conditions sent out. Booking subject to awaited payment. Complete 13. Item 12. Trees and Open Spaces. Liaise with Amelia Williams TVBC re development of a Tree Management Policy. Pending 14. Item 13.2. Lengthsman Scheme. Confirm to GC that UC wish to join new cluster. Complete 15. Item 13.4. Street Lighting 11% increase in unit price costs reason be established by writing to HCC. 'changes in UK energy market rates and are roughly in line with government forecasts for unmetered supplies' Complete. 16. Item 16. Annual Bonfire. The Clerk was requested to write and thank those involved. Complete 	<p>MF</p> <p>SK</p>

	public meeting (to attract community interest / volunteers for doing a plan and identify possible issues). This might cover: timings/dates, pre-meeting communication content and distribution, public feedback when and how, (there was discussion about using Survey Monkey in advance and questionnaires at the walk-in session), potential area for inclusion/exclusion in NDP (issues raised at meeting may change initial views) and people aspects of the plan (structure of Working Group (WG), consultants, and other experts etc). Cllr SB noted the input and would continue to develop a plan	SB
11	<p>Playing Fields</p> <p>1. To report the weekly Monitoring of Play Park Equipment</p> <p>a. BBPF. Cllr AW reported by email that there were no new problems and all play equipment safe, no glass in grass but commented that the picnic bench was looking well past sale date.</p> <p>b. AVPF. Cllr CW reported not significant issues but noted that weeds were growing up under the slide.</p> <p>2. Anna Valley Playing Field.</p> <p>a. Playbark for Climbing Frame. The Clerk detailed the quote received for old bark de-weeding and moving to allow for replacement of the weed membrane prior to ordering new Playbark. The contractor however suggested the membrane was sound and problem is seed from overhead trees/vegetation. He suggests use of SPK weed killer and spread large amount of mulch on top. Then weed kill periodically when necessary. He is however not authorised to use weed killer so TVBC (a licenced operator) had been approached and have stated they will add regular weedkilling to GM contract. Periodic raking could become a Lengthsman task. Cllrs agreed that up to £ 500.00 on 5-6M3 of bark should be ordered and several offered to help distribute it on arrival. TVBC should also be asked to add weed killing to the GM contract.</p> <p>b. Bin. Remove. Quote received exceed authority so the Clk requested increased authority or suggested emptying could be a Lengthsman monthly task (if we join the scheme). It was decided to leave the bin in place until joining the Lengthsman issue was resolved.</p> <p>3. Balksbury Bridge Playing Field. BBPF.</p> <p>a. Toddler swing seat. Received and held by Clerk. Clk to liaise with Cllr AN re fitting it.</p> <p>b. Picnic Bench. Cllr AW recommended to the PC they consider asking May Fair for a 50/50 split for a new bench. It was decided to seek a quote for replacing timbers with view to subsequent grant application.</p> <p>4. Sports Field</p> <p>a. Cllr SB reported that horses from the field to the north side had crossed into the sports field. He had spoken to the owner who agreed to deal with the fence.</p> <p>b. Showers. Hasten date from C McDonnell for completing this FY.</p> <p>c. Wicket Maintenance. Cllr SB proposed the quote from Greensleeves dated 14 Nov 17 to be accepted. Seconded by Cllr CCE, agreed.</p>	<p>Clk</p> <p>Clk</p> <p>Clk</p> <p>Clk</p> <p>Clk</p> <p>Clk</p> <p>Clk</p>
12	Trees and Open Space. Nothing was raised and it was agreed that the Clk and Cllr CW liaise about dates for seeking assistance with a maintenance plan.	
13	<p>Footpaths and Highways</p> <p>1. Cllrs to report any footpath issues.</p> <p>a. Cllr SB reported that the hedge and pavement by the Old Post Office in Upper Clatford needed attention. It was agreed that no action on the path was necessary now but that the owner of the property be asked to cut back the hedge. Cllr CCE offered to find contact details for the owner.</p> <p>b. HCC are calling for Priority Cutting Lists 2018 for 5 paths in the parish. To be confirmed at the next meeting for a reply by 1 Feb 18.</p> <p>2. Lengthsman Scheme. The Clk informed the meeting that he was liaising with GC Clerk regarding points on the proposed Lengthsman agreement with the</p>	<p>Clk</p> <p>CCE</p> <p>Cllrs</p>

	<p>lead parish raised by Cllrs PH & AW. A meeting requested with GC Parish Clerk to discuss. On 13 Dec GC Clerk reported that his PC also had some concerns and were looking into it.</p> <p>3. Road Safety</p> <p>a. Speed Indicator Loan. TVBC have loaned an SLR sign on Red Rice Rd for a short period this month. Cllr CCE had seen it felt it was effective. The Council felt we should renew efforts to obtain one or two signs and approach TVBC to assist in purchase and management.</p> <p>b. Gateway Feature and Speed Sign Position on Red Rice Road. HCC have replied saying we cannot have the sign moved without Traffic Orders and felt it would not be appropriate. A Gateway feature would require Parish funding for survey, installation, and its maintenance costs.</p> <p>c. TVBC Review of current and new Traffic Regulation Orders covering Parking Restrictions. The Council instructed the Clk to request the double yellow lines to the east of Waterloo Terrace and a 20mph built up area zone be considered.</p> <p>d. Bridge at Fishermans Cottage Church Lane. Cllr PH summarised information he had received from HCC: weight restriction imposed 1977, width restriction imposed 2003/4, inspections in 2004 and 2008. Latterly annual inspections. He is going to visit the dept on Tue 19 Dec to look and various documents to better understand the issue</p> <p>e. Roadside verge and Hedge Trimming. The Clk was asked to contact LCAS regarding the position on enforcing roadside hedge/verge trimming responsibility suggested by HCC Cllr AG in item 8.</p> <p>4. Cllr Newell to report any street lighting issues Nil reported.</p>	<p>Clk</p> <p>Clk</p> <p>Clk</p>
<p>14</p>	<p>External Committees and Events</p> <p>1. Cllr Butler to report on changes to the website. Nil reported. The Clk stated that he had tried to claim against the Transparency fund for running the site but we were ineligible, despite only maintaining it for Transparency purposes, because it was set up before 2015</p> <p>2. Cllr Mrs Kennedy to report of upcoming events at the Village Hall Cllr SK reported that the blinds will shortly be changed and there will be film nights in Jan - Apr 18.</p> <p>3. Cllr Crosthwaite Eyre to report on Faster Broadband Cllr CCE summarised his discussions at the Virgin Media meeting in Goodworth Clatford. Virgin regret they are unable to connect Upper Clatford in phase 1 of the faster broadband scheme now planned. Cllr CCE will look into getting Broadband feedback and grants.</p> <p>4. TVAT&PC Meeting on Community Governance Review. Cllr SB attended this meeting and gave a summary stating that TVBC's view is that it should reflect 'community' wishes. The first consultation period is ongoing until 29 Jan 18. There was some discussion about possible changes to the parish boundary. The Solar Farm at Cow Down was thought to be in the Parish but needs confirming. PH wishes to speak to the Chair of adjacent parishes as appropriate before further discussion or decisions.</p>	<p>CCE</p> <p>PH</p>
<p>15</p>	<p>Correspondence and E mail. Clerk to report on correspondence and emails:</p> <p>1. Community Governance Review in the Borough of Test Valley. Summary from R Tetstall and TOR. Sent to PH and SB</p> <p>2. HALC course on Changes to Data Protection Legislation (GDPR) - 11th January 2018 - Booking Confirmation (£40)</p> <p>3. S Water letter re Pill Hill Brook ecological sampling which will take place in Autumn 2017, Spring 2018 and again in Autumn 2018. S Water request permission to access from parish land. Agreed</p> <p>4. G Smith TVBC. Advice on next step for NDP</p> <p>5. CV from Mrs Lockhart.</p> <p>6. HALC Police and Crime Panel - Call for evidence on PCC efforts to counter</p>	

	<p>cyber-crime. Deadline 13 Dec 17. Sent to Cllrs.</p> <p>7. SAAA Notification of external auditor appointments for the 2017/18 financial year</p> <p>8. HALC copy ESSO letter regarding replacement of aviation fuel line between Fawley and Heathrow. (It is south of Winchester and M3)</p> <p>9. John Murray (IA) re Information from a presentation by the new external auditor PKF Littlejohn - 18th October 2017. IA draws attention to the new General Data Protection Regulations (GDPR) coming into effect in May 2018. More information on the ICO Website and recommends the guide on “the 12 steps to be taken now”</p>	<p>Clk</p>
16	<p>Notice Board Cllr SK stated that the old notice board by the bus stop at AVPF is well used by the public for posting notices but is in a very poor state. She recommended asking for a grant from the May Fayre for repair. The Clk provided costs for replacements and was asked to seek a quote for repair to existing board to change the pin board and make it weather proof but accessible to the public.</p>	<p>Clk</p>
17	<p>Councillor Vacancies. The Chairman stated that the Parish Council still had 3 vacancies which could be filled by co-opting suitable candidates. He suggested Mrs A Lockhart, who was attending as a member of the public, be considered and invited her to address the meeting and retire afterwards. Subsequently Cllr SK proposed Mrs A Lockhart be co-opted to the Parish Council. Seconded by Cllr CCE. Agreed by all. Clerk to notify.</p>	<p>Clk</p>
18	<p>Councillors to request any items to be included within the agenda for the Meeting to be held Wednesday 10th January 2017</p> <p>1. Newsletter</p>	<p>Clk</p>

The meeting finished at 2215