

UPPER CLATFORD PARISH COUNCIL  
MINUTES FROM THE MEETING HELD ON WEDNESDAY 14<sup>TH</sup> AUGUST 2019  
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

Present:	Parish Cllrs P Heslop (Chairman), D Coole, C Eyre, N Shah, C Williams, A Wilson, HCC Cllr A Gibson, TVBC Cllr M Flood	
1	<b>Apologies for Absence</b> Cllrs A Lockhart and S Kennedy	
2	<b>To receive and accept declarations of interest</b> Nil	
3	<b>Public Participation</b> Nil	
4	<b>To approve the minutes of the Parish Council Meeting held on 10<sup>th</sup> July 2019</b> Approval of the Minutes for 10 Jul 19 was proposed by Cllr Eyre, seconded by Cllr Wilson, were agreed by all and signed by the Chairman.	
5	<b>To receive the Clerk's progress report since the meeting held on 10<sup>th</sup> July 2019</b> <b>ITEM</b> 7.1.c. Submit objection to planning application 19/01483/FULLN Fishing Cottage. <b>Complete</b> 8.2. Submit request for a screening opinion on the requirement for a Strategic Environmental Assessment (SEA) and/or a Habitat Regulations Assessment (HRA). <b>Complete</b> 10.4. Raise pot holes issue with Highways. <b>Complete</b> 11.3. Cllrs consider budget virement to increase line for legal work. <b>Complete</b> 12.2. Obtain quotes for work identified by Cllrs arising from Playsafety inspection. <b>Ongoing (see item 11)</b> 13.2.b.i. The Green progress registration. <b>Complete</b> 13.2.b.ii Legal advice. Respond to Parker Bullen. <b>Complete</b> 14.1. Cllr Eyre to discuss repair and placement of fence on footpath 2 with landowner. <b>Pending</b> 16.5. Maintenance man. Liaise further with GC Clerk. GC working on it for Sep 19 meeting. <b>Complete</b> 16.14. Confirm acceptance of publication of Chair and Clk details by TVBC. <b>Complete</b>	
6	<b>Planning</b> 1. <b>Planning sub-committee to report on the following applications:</b> a. <b>19/01483/FULLN Fishing Cottage – Single story extn to provide home office and addl loft space.</b> It has requested this go to the N Area Planning Committee, probably in Sep 19 This will give the opportunity for the Council, public and applicant to make further representation to TVBC b. <b>19/00629/FULLN Fishing Cottage - Single story extn to provide home office and addl loft space.</b> The applicant has lodged an appeal to the Sec of State. There is no opportunity for further representations and it was agreed not to withdraw the earlier representation. c. <b>19/01837/CLPN The Mile House – Proposed CLPN for a replacement conservatory.</b> Due return to TVBC by 19 Aug 19. No objection recommended by Planning Committee. Accepted by all. d. <b>19/01912/TREEN Ash Grove, U Clatford. Crown thinning and crown reduction.</b> No objection recommended. Agreed.	Clk Clk
7	<b>Neighbourhood Development Plan Steering Group Report.</b> 1. Cllr Eyre gave a summary on progress as follows: a. Evidence documents have been amended to incorporate the latest suggestions from Cllrs. A standard format has been applied to all. b. The Consultant has seen the iterations and has offered feedback. He has started drafting the NDP which should be available in about 3 weeks ready for a review in Sep 19. Currently this means we are a couple of weeks ahead of the project plan. c. TVBC are now in public consultation on Screening Opinion for SEA / HRA for the Upper Clatford. This runs from 2 Aug – 9 Sep 19. 2. WG Summary. a. Cllr Shah reported on progress on the environmental evidence documents. He recommended that the Parish Council consider applying for two additional SINC's, summarised in chapter UC12 - initially, a stretch of the Pillhill Brook and bankside habitat and later, an area of meadow to the south of Church Lane. He explained the process, which could take up to 2 years, and circulated a draft submission of the Pillhill Brook SINC produced in conjunction with a local ecologist. Printing and submission was approved. b. He proposed that his co-author should formally be appointed the Environmental Advisor	NS/ Clk  Clk/

	to the Parish Council. Agreed	Chair																													
8	<p><b>Borough Councillor to provide a monthly report</b> Cllr Flood reported that:</p> <ol style="list-style-type: none"> <li>1. TVT&amp;PC and TVBC were holding a joint conference on Sat 21 Sep 19 and encouraged attendance .</li> <li>2. There will be a Community Resilience Workshop in Oct 19.</li> <li>3. As the now majority landowner in Andover Town Centre, TVBC were working with consultants on a 'Masterplan' project of improvements. There was some discussion regarding rents, service charges, pop-up shops etc</li> <li>4. A start-up grant had recently been awarded to an Upper Clatford resident for his jet washing business.</li> </ol> <p>The Chairman thank her for her input.</p>																														
9	<p><b>County Councillor to provide a monthly report</b> Cllr Gibson had produced a written report shortly before the meeting which the Clerk would copy to all Cllrs. In summary it covers:</p> <ol style="list-style-type: none"> <li>1. Grass verges. Rural verges will only be cut once a year to maintain the biodiversity. Village area would be cut 4 times per year.</li> <li>2. Highways lack of funding and action has become an issue he proposes to discuss with Caroline Noakes MP, in particular the safety issues at Hill Farm junction on the A30. The Chairman informed him that a further accident resulting in a car overturning at the bridge in Watery Lane. He agreed to take a look at the road to form a personal view regarding speed limits and camber.</li> <li>3. Ofsted have graded HCC Children's Service as outstanding in all areas.</li> <li>4. HCC has declared a Climate Change Emergency as proposed. There was some inconclusive discussion about the impact of this and whether it would attract funding. Cllr Eyre suggested that there may be merit in reflecting this lead at local level to address climate/environmental issues.</li> <li>5. Stephen Hopkins Project. HCC is very supportive of the project next year to celebrate the life of Upper Clatford born Stephen Hopkins who sailed on the Mayflower in 1620. Interest from the USA is considerable.</li> <li>6. Cycle for Charity. Cllr Gibson in a group of 30 will be cycling to Barcelona to raise money for Cancer Research UK (specifically the Southampton Cancer Hospital) and the Countess Mountbatten Hospice. See <a href="http://www.inspiredliving.org.uk">www.inspiredliving.org.uk</a> and donations can be made to directly to the charities via <a href="http://uk.virginmoneygiving.com/AndrewGibson43">http://uk.virginmoneygiving.com/AndrewGibson43</a></li> </ol> <p><b>The Chairman thanked him for his report. Cllrs Gibson and Flood left at this stage.</b></p>	Cik																													
10	<p><b>Finance:</b></p> <ol style="list-style-type: none"> <li>1. <b>To receive and approve the financial statement for 1<sup>st</sup> July – 3<sup>st</sup> July 2019.</b> Cllr Coole proposed acceptance of the statement provided, seconded by Cllr Shah. Approved by all. The Chairman then signed the statement.</li> <li>2. <b>Approve payments to be made.</b> <table border="1" data-bbox="335 1321 1228 1478"> <thead> <tr> <th>PV</th> <th>Chq No.</th> <th>Payee</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>PV 39</td> <td>2106</td> <td>Rhys Dobbs (GM Jul)</td> <td>£741.60</td> </tr> <tr> <td>PV40</td> <td>2107</td> <td>C Emmett (Salary &amp; Exp)</td> <td>£365.10</td> </tr> <tr> <td>PV41</td> <td>2108</td> <td>HMRC (PAYE)</td> <td>£88.80</td> </tr> <tr> <td>PV42</td> <td>2109</td> <td>PKF Littlejohn (Audit)</td> <td>£240.00</td> </tr> </tbody> </table> <p><b>Card Payments Made</b></p> <table border="1" data-bbox="335 1500 1228 1601"> <tbody> <tr> <td>PV 36</td> <td>Currys (Ink &amp; Paper 9/7)</td> <td>£79.49</td> </tr> <tr> <td>PV 37</td> <td>Land Registry (Copy Title 11/7)</td> <td>£6.00</td> </tr> <tr> <td>PV 38</td> <td>Cartridgesave (Black Ink 19/7)</td> <td>£39.71</td> </tr> </tbody> </table> </li> <li>3. <b>Audit</b> – Formal response from External Auditor 'Cancelled cheques and returned goods of £145 have been incorrectly treated as receipts rather than being netted off against payments. Section 2, Boxes 3 and 6 should read £17,771 and £23,740 respectively.'</li> <li>4. <b>Budget Virement.</b> It was agreed to transfer £1500 from the Projects line to the Legal Services line. The Clerk asked Cllrs to note that the NDP line on budget sheet provided should be reduced by the £8,274 anticipated Locality grant fig which has been inserted as a new line.</li> </ol>	PV	Chq No.	Payee	Amount	PV 39	2106	Rhys Dobbs (GM Jul)	£741.60	PV40	2107	C Emmett (Salary & Exp)	£365.10	PV41	2108	HMRC (PAYE)	£88.80	PV42	2109	PKF Littlejohn (Audit)	£240.00	PV 36	Currys (Ink & Paper 9/7)	£79.49	PV 37	Land Registry (Copy Title 11/7)	£6.00	PV 38	Cartridgesave (Black Ink 19/7)	£39.71	Cik Cik
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11	<p><b>Playing Fields</b></p> <ol style="list-style-type: none"> <li>1. <b>To report the Monthly Monitoring of Play Park Equipment.</b> Cllr Wilson stated that no issues other than identified in the Playsafety inspection had been noted this month in BBPF. He commented on the popularity of the park. Cllr Williams stated she had not noted any additional points in AVPP. It was noted that a proposal from a young local resident had been received to fund and build a few skate board jumps in the AVPP tarmac area. Cllrs were pleased to receive suggestions and asked that the proposer be invited to expand on his</li> </ol>	Cik																													

	<p>proposal at the next meeting.</p> <p>2. <b>Annual Playsafety Inspection</b></p> <p>a. Wet Pour quotes: Cllrs considered quotes and accepted that from AVA Recreation</p> <p>b. Clear Fence line at BBPF – A quote for clearing immature trees and shrubs from the fence line had been obtained from the GM contractor. It was however noted that this may be the responsibility of HCC as roadside verge. It was agreed that this should be discussed with HCC.</p> <p>c. Fences and bench – Despite 3 contractors being approached, no bids have been received for these jobs. To be re-tendered.</p> <p>3. <b>Sports Field</b> Cllr Coole reported:</p> <p>a. Maintenance/Improvements Projects. Cllr Coole has been in consultation with UCYFC to identify works needed and possible improvements and is awaiting feedback. Identified tasks include:</p> <p>i. Gateway surface, top parking area – badly rutted, trackway surface. He was asked to assist the Clerk with preparation of a tender specification.</p> <p>ii. Hedge Cutting and clearance along the left side of beyond around and beyond the pavilion. This is on the GM contact with TVBC and will be requested.</p>	<p>Cllk</p> <p>Cllk</p> <p>DC/ Cllk</p> <p>Cllk</p>
12	<p><b>Trees and Open Space</b></p> <p>1. <b>Trees</b></p> <p>a. Cllr Williams that the owners of 28 Brook Way have requested the Parish owned tree overhanging their roof be trimmed to allow unhindered roof works. Agreed. Clerk to request works.</p> <p>2. <b>Open Spaces</b></p> <p>a. <b>Dog Fouling</b> Cllr Coole stated he had had discussions with the TVBC Dog Warden and showed some of the signs available from TVBC. It was recommended that signage be updated if necessary (clear vegetation around sign in BBPF) and any pattern of offending be established by monitoring activity in parks so that action may be targeted appropriately. Cllr Coole was asked to obtain 'No Dogs' signs if available.</p> <p>b. <b>Land Registration</b> The feedback on The Green and merits of changing the registration (Commons to LR) were discussed. The Clerk was to obtain the adjacent LR title/plan and send a holding reply to Parker Bullen</p> <p>c. <b>Legal Advice.</b> Cllrs resolved, in view of the confidential nature of the business about to be discussed being in the public interest, that the public and the press be temporarily excluded and they are instructed to withdraw, using the authority of the Public Bodies (Admission to Meetings) Act 1960. Following determination the public were re-admitted.</p> <p>d. Grounds Maintenance Re-Tender – The Clerk requested Cllrs consider any changes to the ITT for GM for next year before the next meeting. He would send copies to all.</p>	<p>Cllk</p> <p>DC</p> <p>Cllk</p> <p>Cllk</p>
13	<p><b>Footpaths and Highways</b></p> <p>1. <b>Cllrs to report any footpath issues.</b></p> <p>a. A Parishioner had reported bag of garden waste dumped and old deck chair outside back gate in Chalk Pit Lane and a letter had been sent to the adjacent householder.</p> <p>2. <b>Road Safety</b> Cllr Shah informed all that he had been called about vandalism of cars parked on pavements along Red Rice Rd following the Parish letter on the same. He had invited the individual to attend this meeting. Cllr Coole asked for any update on getting advice regarding compromised safety at the junction of Red Rice Rd and Village and access for houses by the Green. The Clerk agreed to send the names of TVBC/Highways staff used in the past to try and establish who now fills their role on due to the re-organisation of HCC roads function</p> <p>3. <b>Cllrs to report any street lighting issues</b> Nothing reported. The Clerk was to seek the file from the former Cllr lead.</p>	<p>Cllk</p> <p>Cllk</p>
14	<p><b>External Committees and Events</b></p> <p>1. <b>Report on changes to the website</b> Various minor changes.</p> <p>2. <b>Cllr Mrs Kennedy to report of upcoming events at the Village Hall.</b> Cllr Kennedy had reported by email that the matter of WiFi provision in the Village Hall had been discussed by the VH Committee who could not see the need when most people have 4 G phones but would have it if the Parish Council would pay. Cllrs commented that this was a suggestion of a service the Village Hall might provide to its fee-paying users not a Council request/requirement.</p> <p>3. <b>Cllrs to report on other meetings</b> Water Stakeholder Meeting 15 Jul 19. Cllr Heslop reported that he had attended the stakeholder workshop on working together to build a resilient water future for the south east. He commented that the whole of the SW area was deemed a 'Water Stressed Area' and the Water company was looking to improve resilience by repairing leaks, building a new reservoir, in the Havant area and looking to the public to</p>	

	make a social contract on efficiency for the future and drive down consumption aiming for not more than 100ltr per head by 2025. He was obtaining average consumption figs for the parish and asked for Post Code data from the Clerk.	Clk
15	<b>Resilience Planning</b> Links to example plans were to be forwarded to Cllrs.	Clk
16	<b>Village Calendar</b> Cllr Shah informed the Council that there were plans to produce a Parish photographic calendar using some of the photographs taken during the NDP process.	
17	<p><b>Correspondence and E mail. Clerk to report</b></p> <ol style="list-style-type: none"> <li>1. 3 Jul. TVBC. Test Valley Community Resilience Workshop - Saturday morning 12 October 2019 – Note for diary. More details to follow.</li> <li>2. 10 Jul. HCC North Access Team. Newsletter. To Cllrs</li> <li>3. 11 Jul 19. TVBC. Development of an Upper Clatford Parish Council Resilience Plan - Community Management Presentation. Example plans. Copied to SK.</li> <li>4. 14 Jul. Test Valley Rural Police. Overview. Copied to website and Cllrs.</li> <li>5. 15 Jul 19. HALC Newsletter. Sent to Cllrs</li> <li>6. 15 Jul. TVBC. Polling District (PD) Review July 2019. Summarised for Cllrs - Currently it is proposed that Upper Clatford will remain unchanged with the exception that electors in UY3 (area rationalised along A303) will also use the Village Hall.</li> <li>7. 17 Jul 19. TVBC. Thrupton neighbourhood Plan Regulation 16 consultation. Copied to Chair &amp; Cllr CE</li> <li>8. 20 Jul. Parishioner email. Trees in Brook Way overhanging property. Copied to CW</li> <li>9. 19 Jul. BarSu. Unable to tender until Sep.</li> <li>10. 19 Jul. HNW Claims. Insurance cover.</li> <li>11. 22 Jul. SSE (via Chairman). Parish Presentation - Prepare so that if there is a sustained power outage all the vulnerable people in the Parish are looked after. Invited for Sep 19</li> <li>12. 30 Jul. HALC. NALC Surveys - May 2019 Elections. Sent to Cllrs</li> <li>13. 1 Aug. Parishioner via website. Skate park proposal. Copied to Cllrs</li> <li>14. 1 Aug. TVBC. Screening Opinion for SEA / HRA for the Upper Clatford Neighbourhood Plan</li> <li>15. 2 Aug. Rhys Dobbs. Quote for vegetation clearance BBPF fence.</li> <li>16. 2 Aug. HALC. NALC Model Fin Regs July 19. Copied to Fin Ctee for recommendation in Sep 19.</li> <li>17. 2 Aug. Parishioner. HCC reply dated 29 Jul to EIR on potholes.</li> <li>18. 2 Aug. Came &amp; Co. Pre-renewal email.</li> <li>19. 6 Aug. Test Valley Association of Parish and Town Councils – Annual TVBC &amp; TVAPTC Conference 21 Sep. Next TVAPTC meeting 7 Nov in Kings Somborne Village Hall.</li> <li>20. 1 Aug. Test Valley Association of Town and Parish Councils/Test Valley Borough Council – First Annual Conference Sat 21 Sep 0930 Kings Somborne Village Hall. Three places available. Sent to Cllrs 9 Aug.</li> <li>21. 9 Aug. CPRE. CEO letter. Sent to Cllrs</li> </ol>	
	<p><b>Councillors to request any items to be included within the agenda for the Meeting to be held Wednesday 11<sup>th</sup> September 2019</b></p> <ol style="list-style-type: none"> <li>1. Skate Park proposal (AVPF)</li> <li>2. Model Financial Regulations</li> </ol>	

**Meeting Closed at 10.25 pm**