

**UPPER CLATFORD PARISH COUNCIL  
MINUTES FROM THE MEETING HELD ON WEDNESDAY 13<sup>th</sup> MAY 2015  
7.30PM AT KING EDWARD VII MEMORIAL HALL, UPPER CLATFORD**

**Present:** Parish Councillors Mrs S Kennedy (Chairman), S Butler (Vice Chairman), Mrs C Williams, A Newell

Clerk – Mrs A Taylor (Minutes)

2 Members of the Public

**Apologies:** Borough Councillors Mrs Flood and Stallard

<b>Item</b>	<b>Record of Business</b>	<b>Action</b>
<b>1</b>	<b>Election of Chairman</b> Cllr Mrs Williams proposed Cllr Mrs Kennedy. Cllr Newell seconded. All agreed, Cllr Mrs Kennedy accepted.	Note
<b>2</b>	<b>Election Of Vice Chairman</b> Cllr Newell proposed Cllr Butler, Cllr Mrs Williams seconded, all agreed. Cllr Butler accepted.	Note
<b>3</b>	<b>Apologies of Absence</b> Apologies were received from Borough Councillors Stallard and Mrs Flood who were expected to arrive late.	Note
<b>4</b>	<b>To receive and accept declarations of Interest</b> None declared.	
<b>5</b>	<b>Councillors to propose sub-committee and members:</b> Cllr Mrs Kennedy proposed the following sub committees: Pavilion – Cllr Butler Trees – Cllr Mrs Williams Street Lighting – Cllr Newell Planning – Full Council Finance – Full Council Footpaths – Mr Williams - Mr Williams will report any concerns over footpaths to the Parish Council. Cllr Newell seconded, all agreed.	
<b>6</b>	<b>Public Participation</b> A member of the public enquired when the Annual Parish Meeting had been held and as to why there were minimal amount of members on the Parish Council. Clerk informed there had been an uncontested Election due to a lack of nominations made throughout the Parish for new members and a number of previous members had taken the decision to not stand again on this occasion.	
<b>7</b>	<b>To approve the minutes from the meeting held on Wednesday 8<sup>th</sup> April 2015</b> Cllr Butler proposed the minutes be agreed as a correct record of proceedings from the meeting held on 8 <sup>th</sup> April 2015. Cllr Mrs Williams seconded, all agreed. Cllr Mrs Kennedy signed and dated the minutes to confirm acceptance.	Note
<b>8</b>	<b>To receive the Parish Clerk's progress report since the meeting held on Wednesday 8<sup>th</sup> April 2015</b> Clerk to contact TVBC about the bonfire remains are still on the Green.	Clerk

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	<p>5/12c: The landowner, where a tree has fallen into the river off Watery Lane is responsible for its removal.</p> <p>5/12d: Clerk to obtain quotations for the PAT Testing of 4 items at the Pavilion.</p> <p>13: All potholes have been reported to HCC for repair.</p> <p>14: Clerk wrote to the Post Office requesting the collection times are reconsidered from 9.00am. The Post Office have advised that the collection times for rural areas can vary and will be dependent when staff are in the area as to when the collections are made, but all collections will be before 5.00pm. Cllrs agreed this was not a satisfactory response and that Parishioners could not be certain they were receiving a first class service on any particular day.</p>	Clerk																														
<b>11</b>	<p><b>County Councillors Report to provide a monthly report</b> County Councillor Gibson was not present.</p>																															
<b>12</b>	<p><b>Finance</b></p> <p>a. Cllr Butler proposed acceptance of the financial statement for the period 1<sup>st</sup> April 2014 – 31<sup>st</sup> March 2015 and the Annual Return. Cllr Newell seconded, all agreed. Cllr Mrs Kennedy signed and dated the financial statement to confirm acceptance and completed the Annual Return where necessary.</p> <p>b. Cllr Butler proposed acceptance of the financial statement for the period 1<sup>st</sup> April – 30<sup>th</sup> April 2015. Cllr Newell seconded, all agreed. Cllr Mrs Kennedy signed and dated the financial statement to confirm acceptance.</p> <p>c. To approve payments to be made:</p> <table style="margin-left: 40px;"> <thead> <tr> <th>Chq No.</th> <th>Amount</th> <th>Payee</th> </tr> </thead> <tbody> <tr> <td>1733</td> <td>£170.00</td> <td>B Pearce - Footpaths</td> </tr> <tr> <td>1734</td> <td>£23.07</td> <td>Southern Water - Pavilion Utility</td> </tr> <tr> <td>1735</td> <td>£1,296.73</td> <td>HCC - Street Lighting</td> </tr> <tr> <td>1736</td> <td>£72.00</td> <td>Kirbygas - Pavilion Boiler Service</td> </tr> <tr> <td>1737</td> <td>£137.21</td> <td>British Gas - Pavilion Utility</td> </tr> <tr> <td>1738</td> <td>£103.84</td> <td>A Taylor - Office Expenses</td> </tr> <tr> <td>1739</td> <td>£378.00</td> <td>HALC - Affiliation Fees</td> </tr> <tr> <td>1740</td> <td>£792.00</td> <td>Parker Bullen - Litigation Fees</td> </tr> <tr> <td>1741</td> <td>£</td> <td>A Taylor - Additional Hours worked</td> </tr> </tbody> </table> <p>Payments made by standing order were also reported: 8/5/2015 – Clerk Salary – A Taylor</p> <p>It was noted that the Gas Boiler Service Provider did not place a sticker on the boiler to confirm the service had been carried out. Clerk will investigate as to why this did not happen.</p>	Chq No.	Amount	Payee	1733	£170.00	B Pearce - Footpaths	1734	£23.07	Southern Water - Pavilion Utility	1735	£1,296.73	HCC - Street Lighting	1736	£72.00	Kirbygas - Pavilion Boiler Service	1737	£137.21	British Gas - Pavilion Utility	1738	£103.84	A Taylor - Office Expenses	1739	£378.00	HALC - Affiliation Fees	1740	£792.00	Parker Bullen - Litigation Fees	1741	£	A Taylor - Additional Hours worked	<p>Note</p> <p>Clerk</p>
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<b>13</b>	<p><b>Councillors to propose any necessary changes to be made to the standing orders, financial regulations and risk assessment policy.</b> Cllr Butler proposed updating the standing order to include an amendment to item 3l to be in line with NALC regulations. Clerk to enquire the rights of Parish Councillors, members of the public and the Clerk about the use of video recordings taken during the meetings by members of the public.</p>	Clerk																														
<b>15</b>	<p><b>Playing Fields</b> a. Cllr Newell reported at that the metal bench on the Balksbury Bridge</p>																															

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	<p>Playing Field located in close proximity to the Jubilee Tree has corroded and appears unsafe. Cllr Mrs Kennedy proposed enquiring with the May Fayre whether the Parish Council could apply for a replacement bench. Cllr Newell seconded, all agreed. Cllr Butler proposed obtaining quotations for repairs. Cllr Newell seconded, all agreed.</p> <p>Cllr Newell reported glass on the tarmac area of the Anna Valley Play Park. Cllr Butler volunteered to visit the site and remove the glass.</p> <p>Clerk reported that ROSPA play safety checks are to be carried out this month. Once in receipt of the ROSPA reports, the Clerk will provide a copy to all Councillors.</p> <p>b. Cllrs to review the equipment at Play Parks: Cllr Newell will review the results from a recent survey taken and provide results at the meeting to be held in June 2015. Clerk to enquire whether there is any available funding S106 for playspace.</p> <p>c. Cllr Butler reported 4 items require PAT testing. The Youth Football Club offered to incur the costs for repairs to the goal mouth. Cllr Butler proposed allowing the Football Club to go ahead with these works. The Football Club have requested permission to install a further container for storage of their equipment.</p> <p>Cllr Butler reported a quotation has been obtained for drainage works to prevent flooding of the Pavilion. Two quotations will be obtained for deliberation at the June meeting.</p> <p>Borough Councillor Stallard and Mrs Flood arrived at 8.24pm</p>	<p>Clerk</p> <p>SB</p> <p>Clerk</p> <p>Clerk</p>
<b>9</b>	<p>Planning – Planning subcommittee to report on the following applications: (This had been deferred until the arrival of the Borough Councillors)</p> <p>a. 15/00770/FULLN – Cricklade Lodge, Foundry Road, Anna Valley: Demolish dwelling and erect replacement two storey dwelling, double garage and summer house with alterations to access: No Objection</p> <p>b. 15/00853/FULLN – Farleigh School, Red Rice Road, Upper Clatford: Cllrs are yet to consider this application.</p> <p>The amendment application for Era Park was considered and it was not clear what variation had been made to the application. Cllr Newell proposed the previous objection to this application still stands. Cllr Butler seconded, all agreed.</p>	
<b>16</b>	<p><b>Trees and Open Spaces</b></p> <p>a. Councillors to propose the response to be submitted to TVBC in relation to the tree work application 15/00969/TREEN – 6 Bury Hill Far, (Fell 1 Christmas tree and 1 Twisted Willow): Cllr Mrs Williams is yet to review this application.</p>	
<b>10</b>	<p><b>Borough Councillors Report</b></p> <p>Borough Councillor Mrs Flood reported the next Council meeting will introduce the new Mayor and Vice Mayor.</p> <p>Highways are to install a quieter road surface on the A303.</p> <p>Borough Councillor Stallard and Mrs Flood left the meeting at 8.55pm</p>	
<b>17</b>	<p><b>Footpaths and Highways</b></p> <p>a. Cllrs to report any footpath issues: The fallen tree on Bury Hill Ring has now been removed. A further tree has fallen on footpath 3. Cllr Mrs</p>	

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	Williams will investigate. Cllr Newell reported fly tipping on the footpath between The Green and Highbury Road. Clerk will report this to TVBC. b. Cllr Newell to report any street lighting issues: Nothing to report c. Cllrs to record potholes within the Parish for reporting to HCC for repair: One located outside the Church will be reported to HCC for repair. One located opposite 29 Above Town, which the Clerk will report to HCC.	CW  Clerk  Clerk
<b>18</b>	<b>External Committee and Events</b> a. Cllr Butler to report on changes to the website: Nothing to report. b. Cllr Mrs Kennedy to report upcoming events at the Village Hall: Nothing to report c. Clerk reported that Clatford Manor Estate had advised the hedge along the roadside of Red Rice Road was the responsibility of HCC. Clerk will report this to HCC for action.	
<b>14</b>	Cllr Mrs Kennedy proposed the public were removed from the meeting, in view of the confidential nature of the business about to be discussed being in the public interest. Cllr Butler seconded, all agreed.  Clerk provided Councillors with the Solicitors report. Cllr Newell proposed further instruction. Cllr Butler seconded, all agreed.	
	The next meeting of the Council will be held on 10 <sup>th</sup> June 2015 Items for the Agenda for the meeting to be held on 10 <sup>th</sup> June 2015: Recruitment Procedures	

**The meeting was closed at 10.12pm**