

UPPER CLATFORD PARISH COUNCIL
MINUTES FROM THE MEETING HELD ON WEDNESDAY 8TH JANUARY 2020
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), R Bennett (from item 3), D Coole, C Eyre, S Kennedy, N Shah, C Williams, TVBC Cllr M Flood Minutes: C Emmett Parish Clerk
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1	Apologies for Absence Cllr H Folkard-Tapp A Lockhart, A Wilson, HCC Cllr A Gibson.	
2	To receive and accept declarations of interest Nil	
3	Co-option to Parish Council 1. Proposal: To co-opt Richard Bennett as a Councillor for Upper Clatford Parish Council: Proposed by Cllr Eyre, seconded by Cllr Coole, unanimously accepted. R Bennett signed the Acceptance of Officer form, witnessed by the Clerk and joined the Parish Council.	
4	Public Participation Nil	
5	To approve the minutes of the Parish Council Meeting held on 11th December 2019 Cllr Kennedy proposed acceptance of the minutes of the Parish Council Meeting held on 13th November 2019. Seconded by Cllr Williams. Agreed by all and signed by the Chairman.	
6	To receive the Clerk's progress report since the meeting held on 11th December 2019 ITEM 6.2. Cowdown Solar Farm. The Clerk was instructed to write to both Andover Town Council and Goodworth Clatford PC regarding community contributions received. Nil: Chairman briefed Complete 12.2.a. The Green. Amend commons registration. Pending 12.3. Portaloo in field. Enquire about removal plans. Complete . Owner has been advised by the provider that they will be collected shortly. 13.1.a. Priority Cutting List. To be agreed . 14.2.a. Cllr SK to confirm if Village Hall re-flooring will be impact on next PC meeting (8 Jan 20). Yes. Complete 15.6. NALC LTN22 - Grievance and Disciplinary Arrangements - Revised Nov 2019. To be considered for adoption. Pending 16.1. Priorities Projects list (HFT, NS, AL). Pending 16.1.b. Red Rice Rd Street Light. Complete 16.1.c. BBPF Hedging. Cllr NS to order hedging from Woodland Trust for community planting. Ordered and due by 13 Mar 20. Complete 16.1.d. Illuminated Speed Signs. Cllr AL to continue research. See item 17. Complete 16.1.e. Recycling Hub. Cllr HFT to register PC interest. See projects Complete 16.2. Community Actions arising from NDP. CCE to send list to Clk for inclusion on Projects list. Complete 16.3. Project to re-paint telephone box. Add to list. Complete	
7	Planning 1. Planning sub-committee to report on applications: Cllr Shah reported a. 19/0291/FULLN Chestnuts , Foundry Rd. Demolish garage and porch, erect two storey side and single storey front extension to provide porch, store, utility, lobby/wc with bedroom over. Due to TVBC by 3 Jan 20. A No Objection had been recommended by the Planning Committee and submitted to TVBC. b. 19/02750/TREEN The Old Forge . T1 Beech, trim branches and hedge. Due to TVBC by 3 Jan 20. An initial concern regarding the lack of consultation between the applicant and owner had been made, however the matter has now been amicably resolved and TVBC notified. Concern was expressed at the TVBC procedure which does not include owners of trees on the consultation if they are not the applicant. c. 18/00148/FULLN - Change of Use Land at Bury Hill. There has been no equestrian use since Oct 19 and the case has now been closed. d. APP/C1760/W/19/3236264 - Poplar Vale , Foundry Road, Anna Valley, SP11 7LX. The appeal has been dismissed.	
8	Neighbourhood Development Plan Steering Group Report. 1. Cllr Eyre reported: a. The consultant (DN) will provide a draft version of the comments spreadsheet, with his comments and suggested plan changes to the Steering Group (SG) by close of play this Friday 10 Jan 20. Any responses marked in red are for discussion or for input by the SG. After review they will be discussed at a meeting of the SG and DN on 17 Jan 20. b. Once responses to Reg 14 comments have been agreed DN will prepare a revised NDP, incorporating the various changes. There may be some changes to the current draft NDP to take on board, and areas on which the SG or PC may need to consider before finalising the	

	<p>NDP.</p> <p>c. DN will also prepare the Basic Conditions Statement and the Consultation Statement (CS). Once DN has the latter in a fit state, a draft copy will be provided for SG to check over for details etc. The CS will refer to the spreadsheet as the record of Reg 14 comments made/responses/plan changes.</p> <p>d. Target date for delivery to you of the final package of documents (NDP, BCS and CS) to go to the March PC for approval is Wednesday 4 March. The point when papers are published for this meeting will also be the point when the responses to the comments are made public.</p> <p>2. Funding and Community Engagement. As this project will continue into the next FY there was concern about funding the next stages, including the referendum. Cllr Eyre (and DN) believe future cost will be borne by TVBC but would confirm with TVBC. It was considered prudent to consider purchasing any advertising or public engagement materials need this FY from the Locality grant. The Clerk stressed that this funding expires at the end of the FY and that task 3 invoices should be raised for the Mar meeting. Additional advice from DN will be required in the next FY which will be the subject of a new application to Locality for the next FY.</p>	CCE																								
9	<p>Borough Councillor to provide a monthly report</p> <p>1. Cllr Flood reported:</p> <p>a. S Romsey parking charges were reducing for stays of up to 2 hours. Cllr Coole ask whether similar changes in Andover had been considered e.g. Shepherds Spring car park. Cllr Flood was not sure but thought the parking areas served different needs.</p> <p>b. Andover Town development proposals may still be commented on until 17 Jan 20.</p> <p>c. TVBC budget and Council tax proposals are currently been considered.</p> <p>2. Cllr Coole advised that parking permits in Andover were going to rise from £15 pa to £46 pa.</p>																									
10	<p>County Councillor to provide a monthly report Cllr Gibson was not present and had not submitted a report. The Chairman commented that he had intended to raise the regular flooding of Balksbury Bridge Rd but asked the Clerk to raise the matter with HCC and copy Cllr Gibson.</p>																									
11	<p>Finance:</p> <p>1. To receive and approve the financial statement for 1 December – 31 December 2019.</p> <p>a. The financial statement had been circulated prior to the meeting and was accepted by all. The Chairman signed to confirm this.</p> <p>b. Budget figures provided caused some confusion in regard of the NDP and NDP Locality grant lines as the Clerk had included planned expenditure due in Feb / Mar on the Locality line showing greater spend, rather than including it just as a forecast figure.</p> <p>c. Virement. The Clerk ask for approval to cover an additional £447.47 for playing fields and £3.61 for the insurance. £500 from NDP was suggested. To be confirmed at the next meeting.</p> <p>2. Approve payments to be made.</p> <table border="1"> <thead> <tr> <th>Chq No.</th> <th>Payee</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>2134</td> <td>Andover Rubber Stamp Services</td> <td>£24.30</td> </tr> <tr> <td>2132</td> <td>Vita Play (Play eqpt repair & cleaning)</td> <td>£736.68</td> </tr> <tr> <td>2135</td> <td>Vita Play (Path cleaning)</td> <td>£90.00</td> </tr> <tr> <td>2136</td> <td>C Emmett (Salary & Exp)</td> <td>£357.10</td> </tr> <tr> <td>2137</td> <td>HMRC (PAYE)</td> <td>£86.80</td> </tr> <tr> <td>2138</td> <td>SSE (Pavilion utility)</td> <td>£53.94</td> </tr> <tr> <td>2139</td> <td>R Whitmarsh (AVPF Insp works)</td> <td>£560.26</td> </tr> </tbody> </table> <p>The Clerk stated that approval of the path cleaning work by Vita Play (£90.00) had been authorised by the Chairman due to on-site availability of the contractor and the slip hazard due to Verdigris. He also requested approval to purchase printer ink and paper and renewal of the 123 Reg domain name by card. Approved, although it was suggested that purchase of a black ink only laser printer might be a cheaper option in the long term.</p> <p>3. Solar Farm Cllr Heslop noted that no Cil or other payment asked/received by any of the parishes from the Cowdown solar development. He believes it is fairly routine that such developments attract contributions to 'community funds'. He understands that such provision may have been required to be set aside in the planning process and asked Cllr Coole if he could provide any details. Cllr Eyre is developing an approach to the developer/operating company.</p>	Chq No.	Payee	Amount	2134	Andover Rubber Stamp Services	£24.30	2132	Vita Play (Play eqpt repair & cleaning)	£736.68	2135	Vita Play (Path cleaning)	£90.00	2136	C Emmett (Salary & Exp)	£357.10	2137	HMRC (PAYE)	£86.80	2138	SSE (Pavilion utility)	£53.94	2139	R Whitmarsh (AVPF Insp works)	£560.26	DC CCE
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12	<p>Playing Fields</p> <p>1. To report the Monthly Monitoring of Play Park Equipment. Cllr Wilson had inspected BBPF on 3 Jan 20 and had nothing to report. Cllr Heslop asked if inspections included the jetty. Cllr Wilson to confirm but it was noted that it had been covered during the Annual Playsafety inspection. Cllr Williams reported that she had inspect AVPF on 2 Jan 20. Her only concern was use of the small bin in the play area for dog waste.</p> <p>2. Annual Playsafety Inspection – Works</p> <p>a. BBPF Hedge. Delivery is due by 13 Mar and planting is recommended towards the end of that</p>	AW																								

	<p>month. It was felt that enough volunteers were available for planting and a notice on the website was not needed now.</p> <p>b. All works in AVPF, less the goal area, have been done. The aim is to complete this in good time for clearing the bill at the Mar meeting.</p> <p>4. Sports Field</p> <p>a. Clatfest Charge Cllrs were asked to confirm that no charge for sports field use should be raised. No charge agreed.</p> <p>b. Other Matters Cllr Coole reported that one of the windows is rotting through and will need replacement or repair. There is an increase in the water stains to the ceiling which he will investigate.</p>	
13	<p>Trees and Open Space</p> <p>1. Trees Cllr Bennett stated that there was ivy growing up the trees on The Green which ought to be removed. He volunteered to do the task. Agreed.</p> <p>2. Open Spaces</p> <p>a. Commons Registration The Green. Clerk action pending</p> <p>b. 'Brook Way Bottom'. This had been inspected by Cllrs F-Tapp & Williams. They recommended the laurel bush be removed and the area opened. Clerk to obtain quote. They also noted yet more green waste dumping. From some of the waste there are suspicions of who is doing it. The Clerk was asked to liaise with TVBC enforcement and arrange appropriate action and signage.</p> <p>c. Bonfire Remains. These should now be removed</p>	<p>RB</p> <p>Cik</p> <p>Cik</p> <p>Cik</p>
14	<p>Footpaths and Highways</p> <p>1. Cllrs to report any footpath issues.</p> <p>a. Priority Cutting List. HCC Countryside N have called for PCL for 5 paths by 15 Jan 20. It was agreed this should be the same as last year.</p> <p>b. The path at Brook Way Bottom has been jet washed at the same time as playground wet pour surfaces to remove Verdigris.</p> <p>c. Flood Balksbury Bridge Rd. Clerk to write to HCC to ask why it floods and what can be done.</p> <p>d. Footpath 2. Contact Home Farm manager regarding repair of fence and posts.</p> <p>2. Road Safety See projects</p> <p>3. Cllrs to report any street lighting issues Vegetation around the Sam Whites Hill light was trimmed on or about the date of the last PC meeting.</p>	<p>Cik</p> <p>Cik</p> <p>Cik</p>
15	<p>External Committees and Events</p> <p>1. Report on changes to the website Cllr Eyre asked for analytics regarding the website during the NDP consultation period.</p> <p>2. Cllr Mrs Kennedy to report of upcoming events at the Village Hall</p> <p>a. There is a Village Hall committee meeting next week</p> <p>b. Events: 19 Jan – Film 'Judy'. 25 Jan Burns Night. 21 Feb Moscow Drug Co, tickets on sale soon.</p> <p>3. Cllrs to report on other meetings Cllr Eyre reported that there was a meeting to discuss repairs to the church roof on Sun 12 Jan. He also discussed an idea to seek a change in theme for the May Fayre which is currently VE Day to a Mayflower theme to celebrate that anniversary and the parish links to it through S Hopkins.</p>	
16	<p>4. Correspondence and E mail. Clerk to report</p> <p>1. 13 & 15 Dec. RB. Application to join PC. Sent to Cllrs</p> <p>2. 13 Dec. Parishioner. Path through Brook Way – Foundry Rd. Path cleaned</p> <p>3. 16 Dec. SK. Village Hall bookings. Floor repairs 8 Jan, Committee Rm booked by SK. Cik Informed VH of meetings requirement for 2020.</p> <p>4. 16 Dec. Mayor of Test Valley Charity Event – Chinese New Year 28 Jan 20</p> <p>5. 17 Dec. TVBC. Precept Band D Equivalentents for UC is 649.</p> <p>6. 18 Dec. Countrywide Grounds Maintenance. Upper Clatford Parish Grounds Maintenance ITT. E copy sent.</p> <p>7. 18 Dec. TVBC. Updates from TVAPTC. Venue preference sought.</p> <p>8. 19 Dec. HCC. Street light Red Rice Rd. Alternative site proposed. Sent to SK.</p> <p>9. 19 Dec. Sarah (?) via Website. Enquiry re agency to contact re road flooding. Responded HCC with link to their report website.</p> <p>10. 19 Dec. HALC. LCPD News - Winter 2019. Copied to Chairman</p> <p>11. 20 Dec. TVBC. Developing Action Plans in the Rural Areas. Copied to Cllrs</p> <p>12. 23 Dec. Highways. Romsey Road Bridge weekend closure change of date – now 31 Jan – 3 Feb 20. On website.</p> <p>5 Jan. Parishioner. Road Safety Red Rice Rd. Objection to street light proposal. Copied to Cllrs</p>	
17	<p>Community Actions/Projects</p> <p>1. Street Light Red Rice Rd HCC have stated the post proposed near Knutsbury is not suitable due to stags etc. An alternative had been suggested by Mayfield House but felt unsuitable because the</p>	

	<p>reason for the light proposal to be outside Bury Ring Farm is to provide a warning to oncoming traffic that there are houses a few yards away . Therefore , having a light outside Mayfield House would not achieve this objective as it is too far from the top of the road where the houses are situated. In subsequent discussion it was felt a street light was not the most suitable method for such warning as it was only useful at night. Street light proposal dropped.</p> <p>2. Illuminated Speed Warning Signs. The Chairman commented that Cllr Lockhart had been looking into illuminated signs. These could be used at various locations around the parish, including Red Rice Rd, and, while deployment management has still to be finalised, it might be a sensible purchase this FY. The Clerk was requested to place an order. Cllr Coole suggested contacting the Clerk in Andover Town who was ordering several.</p> <p>3. Prioritisation of List Cllr Shah stated that the WP had not set reviewed the list for priorities. Cllr Coole stated he was seeking to prioritise the Pavilion / Sports field list to ensure essential were given priority.</p> <p>4. Other Projects</p> <p>a. S Hopkins Plaque Fitting decision. It was agreed that the design with a hidden fitting should be ordered. The Chairman agreed to look at the design to confirm it was suitable before the order was placed.</p> <p>b. Recycling Hub. Cllr Folkard-Tapp had signed up to Terracycle for the Parish Council. It is an organisation through which the potential recycling hub would run. As it stands currently, the waste streams that we could benefit from directly are Air, Home and Laundry Care, Carex Soap, Flash Wipes, RB home recycling, and ring carriers. These are the waste types through which we could raise money for our chosen cause. Others, such as crisp packets and pet food pouches, could still be collected, but we would act as an intermediate collector and the reward would go to a different collecting organisation. More information can be found here: https://www.terracycle.com/en-GB/brigades</p> <p>c. Assets of Community Value. Cllr Shah stated that it may be worth considering using the 'Community Right to Bid' to try and preserve assets, such as the local pub. This will need the Parish Council or a Community Group to identify such assets and register them with TVBC. The scheme details are at https://www.testvalley.gov.uk/communityandleisure/workingwithcommunities/community-rights/crtb</p> <p>5. Rural Payment Scheme. It was suggested that this scheme might be used to raise income for the parish. Clerk to liaise with GC P Clerk.</p>	<p>Cik</p> <p>WG DC</p> <p>PH Cik</p> <p>All</p> <p>Cik</p>
18	<p>Councillors to request any items to be included within the agenda for the Meeting to be held Wednesday 12th February 2020</p>	

Meeting Closed at 9.37 pm