

MINUTES FROM THE MEETING HELD ON WEDNESDAY 12TH DECEMBER 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 9TH JAN 2019

Present:	Parish Cllrs P Heslop (Chairman), D Coole, C Eyre, S Kennedy, A Newell, A Lockhart, N Shah C Williams, A Wilson, , TVBC Cllr M Flood & HCC Cllr A Gibson Minutes – C Emmett, Parish Clerk
----------	--

1	Apologies for Absence TVBC Cllr G Stallard, Cllr A Newell	
2	To receive and accept declarations of interest Nil	
3	Public Participation One member of the public was in attendance and spoke about footpaths, suggesting an extension to Goodworth Clatford of the cycleway/footpath leading from Andover to Watery Lane be considered. He suggested possible use of the old railway route where possible or land swop.	
4	To approve the minutes from the meeting held on 14th November 2018. Cllr Coole proposed that the minutes be accepted as a true record of the meeting. Cllr Williams seconded the motion. Approved by all. The Chairman signed the minutes.	
5	To receive the Clerk's progress report since the meeting held on 14th November 2018 5.(12.1.b) Tree at No 15 Above Town. Hasten reply from Aster. Complete 15/11. Response received awaiting conclusion of visit. 8.2 Traffic Order (yellow lines) on Foundry Rd. Confirm agreement to TVBC proposal. Complete 9.3 Cllr Gibson to get update on plans to re-surface Sam White's Hill. 10.3. Budget requests from Cllrs. Email out 12 Nov for reply by 1 Dec 18. Nil response. Complete 11.1. Seek update from TVBC re root removal under whirligig in AVPP. Email 26 Oct and call 7 Dec. Cllr Flood asked for details. Ongoing 11.1 Clarify with TVBC Inspector qualification and reports for playpark inspections. Inspectors are rpii registered – Register of Play Inspectors International – it comes under the RoSPA umbrella. Complete 11.4.a. S106 bid hastener and notification of contact. Phoned 15/11 updated DC. Approval received 7 Dec 18. Complete 11.4.b. Cllrs to confirm if charge will be applied for Clatfest 19 at next meeting. 12.1. Formal survey of Brook Way/Foundry Rd trees to be arranged. Surveyor contacted 6 Dec 18. Quote awaited 12.2.b. See solicitor re land registration. The Clerk had met with G B-T of Parker Bullen on 6 Dec 18 and provided certified transcript of Enclosure document and old account book. Now required to produce statement of area boundary and Coronation Field conveyance. G B-T will use accounts and contracts to produce solicitors statement for Absolute title. Complete 12.2.c. Cllr Kennedy to check 'standard plaque' and finalise proposal. 13.3.a. Cllr Kennedy to liaise with land owner re hedges beside Red Rice Rd. 13.3.a. Cllr Kennedy to liaise with land owner re hedges beside Red Rice Rd. 13.3.b. Inform police of heavy vehicle using Fishing Cottage Bridge. Email sent 15 Nov 18. Not acknowledged. Complete 13.3.c. Cllr Coole to obtain photo of vehicles parking on Red Rice Rd by the Green entrances and by Clatford Manor to be sent to vehicle owners. 15.6. Bid for Cllr Lockhart place on Lantra tree course. Course full. Awaiting confirmation of next course in Jan/Feb 19. Complete	Cllk
6	Planning 1. Planning sub-committee to report on the following applications: a. 18/02953/VARN Cricklade Lodge. Amend cladding and insert window. No Objection submitted 3 Dec 18	
7	Neighbourhood Development Plan Steering Group Report Cllr Eyre reported on the public meeting held on 25 Nov 18. Some 80 residents attended the presentation in the Village Hall of the analysis of the survey recently carried out with parishioners. In all, 699 residents (a 55.7% response) completed the survey. The results point towards overall support for building 1-20 homes within the existing settlement boundaries over the next 10 years, predominantly new low-cost starter and small family homes that blend with surrounding properties and protect views. Maintaining the character of the villages and ensuring separation from Andover by means of the Local Gap are of utmost importance to residents and an aspiration exists to tackle problems caused by traffic and parking. A Full Report and the presentation are now available on the parish web site. TVBC have confirmed that the actions to engage the residents and the level of response, meets their requirements for community engagement at this stage. Attendees voted	

	<p>unanimously to continue with the NDP project which was explained as being the most effective way of representing the views of residents in the planning process. Working groups (WG) will now develop detailed policy in key areas allowing a master NDP document to be drawn up next year and put to a vote. The first WG meeting is planned for 7 Jan 19 in the Crook & Shear skittle alley. Cllr Eyre had produced a draft budget and indicated that an application for the Localities grant should be submitted as soon as possible.</p>																												
8	<p>Borough Councillor to provide a monthly report Cllr Flood congratulated the NDP SG on their work. She then discussed:</p> <ol style="list-style-type: none"> 1. Community Infrastructure Levy (CiL). TVBC has allocated nearly £500,000 to community projects. It is a source of funding for significant projects. 2. The Local Government Finance Settlement has not yet been determined which means funding available to TVBC (and HCC) is not yet clear and is putting pressure on local finance staffs. 3. The Mayors Charity Ball is on 4 May. 4. Andover Leisure Centre is on track to open in spring 2019. 																												
9	<p>County Councillor to provide a monthly report. Cllr Gibson had provided a written report and highlighted the following:</p> <ul style="list-style-type: none"> • Local Government Finance Settlement means funding levels are not yet known. He made the point that despite tight budgets and media discussions, support for bus services in Test Valley would not be cut • Salt Bins. A programme is in place to top up all salt bins by 24 Dec 18. • Pot Holes. Some concern was expressed about confirmation of completion of work on pot holes. Cllr Gibson asked to be informed of pot holes marked with white lines that have not been subsequently been repaired within a few weeks. • Road works on Bawksbury Bridge Rd/Salisbury Rd junction. Highways have informed him that this is part of the project to improve safety of pedestrian routes in the area. • Sam Whites Hill. There is currently no plan/programme to resurface this road. He would speak to S Merino <p>Cllr Heslop raised the Parish Council's concern about roads in the area limited to the national speed restriction (60mph). There is concern about the safety of pedestrians on Watery Lane which has recently seen a car crash into the bridge and culvert. There is no footpath and the speed limit is too high. Cllr Gibson stated that in his experience getting speed limits changed is highly unlikely but he agreed to make representation to T Lawton on behalf of the PC to have a safety assessment made.</p>	<p>AG</p> <p>AG</p>																											
10	<p>Finance:</p> <ol style="list-style-type: none"> 1. To receive and approve the financial statement for 1st November – 30th November 2018 The Financial statement was presented and approved. The Chairman accordingly signed the statement. 2. 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>2054</td> <td>Mark Simon (NDP 3rd Price)</td> <td>£25.00</td> </tr> <tr> <td>2055</td> <td>C Emmett (Salary)</td> <td>£346.90</td> </tr> <tr> <td>2056</td> <td>HMRC (PAYE)</td> <td>£86.60</td> </tr> <tr> <td>2057</td> <td>C Emmett (Expenses)</td> <td>£24.00</td> </tr> <tr> <td>Card 02 Dec</td> <td>Microsoft (Office 365)</td> <td>£59.99</td> </tr> <tr> <td></td> <td>Total</td> <td>£542.49</td> </tr> <tr> <td colspan="3">CARD Payments since last meeting</td> </tr> <tr> <td>Card 26 Nov18</td> <td>Survey Monkey</td> <td>£35.00</td> </tr> </tbody> </table> 3. Budget Planning FY 19/20 The Chairman gave overview of Finance Committee meeting on 6 Dec 18. He noted that no projects had been submitted prior to that meeting and no funding allocation therefore made. He asked if the Council wished to consider: <ol style="list-style-type: none"> a. NDP SG late submission for expenditure £10650 (plus VAT) with grants income of £10250. b. Projects. A proposal for a new street light at the top of Red Rice Hill had been made during the Fin Committee Meeting and there had been previous discussions about refurbishing the pavilion. c. A recommendation to designate £5000 from the reserve to Pavilion refurbishment. <p>After some discussion about designated reserves and the need or not for matching grants the Clerk was requested to revise the proposed budget to include: NDP SG figures and a projects expenditure line of £10k and grants income of £5k to cover possible pavilion work and /or in year</p> 	Chq No.	Payee	Amount	2054	Mark Simon (NDP 3rd Price)	£25.00	2055	C Emmett (Salary)	£346.90	2056	HMRC (PAYE)	£86.60	2057	C Emmett (Expenses)	£24.00	Card 02 Dec	Microsoft (Office 365)	£59.99		Total	£542.49	CARD Payments since last meeting			Card 26 Nov18	Survey Monkey	£35.00	<p>Cllk</p> <p>Cllk</p>
Chq No.	Payee	Amount																											
2054	Mark Simon (NDP 3rd Price)	£25.00																											
2055	C Emmett (Salary)	£346.90																											
2056	HMRC (PAYE)	£86.60																											
2057	C Emmett (Expenses)	£24.00																											
Card 02 Dec	Microsoft (Office 365)	£59.99																											
	Total	£542.49																											
CARD Payments since last meeting																													
Card 26 Nov18	Survey Monkey	£35.00																											

	projects arising from arising from NDP on a matched income basis. The earmark of £5k for pavilion refurbishment was agreed.	
11	<p>Playing Fields</p> <ol style="list-style-type: none"> 1. To report the Monthly Monitoring of Play Park Equipment. Cllr Williams reported that the equipment in AVPP was OK but that the root lifting the mat under the whirligig has not been removed yet. (TVBC have been contacted) Cllr Wilson reported no issues arising during his Nov inspection. The Clerk reported that TVBC had provided the following detail regarding their equipment inspector qualifications. They are rpii registered – Register of Play Inspectors International – This comes under the RoSPA umbrella. 2. Anna Valley Playing Field Whirligig as above. 3. Balksbury Bridge Playing Field. No additional comments. 4. Sports Field <ol style="list-style-type: none"> a. Height Barrier. TVBC have approved full s106 funding. Work has been ordered for Jan 19. b. Clatfest 2. Possible charges were discussed however as this was for a local cause (the Clatfords School) the Council determined no fee was to be charged for the event on 22 Jun 19. 	Clk
12	<p>Trees and Open Space</p> <ol style="list-style-type: none"> 1. Trees A quote for a formal survey of all the trees in the Brook Way area had been received from S Stevens. It would cover condition and area management recommendations. Cllr Williams spoke on the need to tidy both the trees, shrubs and waste in that area and proposed the quote be accepted. Seconded by Cllr Wilson. Approved 2. Open Spaces <ol style="list-style-type: none"> 1. Land Registration. The Clerk had met with Parker Bullen (PB) and provided information required. The Clerk has also produced a draft statement detailing the boundary to PB. When returned it will require signing by a member of the Council. The Clerk has also been requested to send the conveyance for the Coronation Field as PB recommend it be registered at the same time. 2. Commemorative Plaque Cllr Kennedy was still awaiting feedback from HCC Cllr A Gibson to see if there was a 'standard plaque' adopted within the county before finalising her proposal for the Stephen Hopkins plaque. 3. Grounds Maintenance Contract Tender. Cllrs reviewed the previous tender documentation and agreed it should sent out as soon as possible amended to include: <ul style="list-style-type: none"> • Periodic clearance around the pavilion (including overhanging branches) and cess pit area. • Hedges • Roadside ditch clearance. 	Clk Clk Clk
13	<p>Footpaths and Highways</p> <ol style="list-style-type: none"> 1 Cllrs to report any footpath issues. Footpath 4 Bury Hill Ring. Cllr Wilson has taken photographs of eroded pathways, particularly around boarding previously installed by HCC (N Countryside), which are considered a safety hazard. As this was also an ancient monument which may be being damaged, the Clerk was tasked with writing to them and the land owner reminding them of their duty to maintain surfaces. Cllrs Wilson had also taken photographs of the section of path 4, at the top of the higher steps, where hedgerows were excessively overgrown and preventing passage. 2 Priority Cutting List. Cllrs agreed the following were to be submitted to HCC as the 5 footpaths requiring action under their PCL in the months as annotated. <ol style="list-style-type: none"> a. Path 2 Above Town to Old Rectory – June b. Path 3 The Green to A345 c. Path 4 From Path 3 up and around Bury Hill Ring - d. Restricted byway 15 e. Restricted byway 14 3 Road Safety Red Rice Road hedges. Cllr Kennedy reported that she had not contacted the owner. The Clerk was asked to contact both the landowner and HCC regarding hedges growing out into Red Rice Rd and on the grassed area used by pedestrians. Cllr Coole stated he would confirm the areas in question. A Land Registry search was authorised to establish ownership. 4 Report any street lighting issues Nil 	Clk Clk DC CLK
14	<p>External Committees and Events</p> <ol style="list-style-type: none"> 1 Report on changes to the website. Cllr Eyre reported that various events had posted and discussed inputting links to local business websites. It was felt this should be acceptable rather than using the Hugo Fox platform to host commercial pages. 2 Cllr Mrs Kennedy to report of upcoming events at the Village Hall. The programme is available on the Village Hall website. The next film is the Children Act. Cllr Eyre mentioned 	

	talks on the Enigma Code on 21 Jan 19 and the Bretton Woods process on 4 Feb 19.	
	3 Cllrs to Report on other meetings Nil	
15	<p>Correspondence and E mail Mail not otherwise mentioned in the meeting has been received:</p> <ol style="list-style-type: none"> 1. Pension Regulator letter notifying new rates of minimum contribution from 6 Apr 19 – 3% employer and 5% staff. (Not applicable as Clk below threshold) 2. 14 Nov. Lexus Nexus notification Arnold Baker on Local Council Administration - 11th edition - Out Now. 3. 15 Nov. CCE. Please cancel Survey Monkey subscription. Action required. 4. 16 Nov. TVAP&TC. Presentations from PCC and Parish & Town Councils Investment Fund Launch from HALC's AGM. Sent to Cllrs 5. 18 Nov. Andover Advertiser. Borough / Town / Parish Council Meeting dates, times and venues for 2019 request. Provided. 6. 23 Nov. TVBC. Ampfield village design statement supplementary planning document. Notice of consultation on new VDS from 23 Nov for 4 weeks. 7. 27 Nov. CPRE. Donation request - Upper Clatford Parish Council, let's kick bottles and cans out of our countryside. No action 8. 27 Nov. Scope. Textile recycling bank – ideas for any locations within the parish? Cllrs suggested they might approach the Village Hall and Greenfield Butcher Shop. 9. 28 Nov. TVBC. Mayor of Test Valley Charity Appeal Events in aid of The Countess of Brecknock Hospice and Jane Scarth House (Romsey Cancer Support Centre). (Chairman on distribution) 10. 28 Nov. HALC. DIS 934 and Funding Bulletin. To Cllrs 11. 30 Nov. TVBC. Test Valley Borough Council - Community Governance Review. Approval of changes. (NB Implementation date is 2019 not 2018 as stated on original email). Copied to Cllrs 12. 4 Dec. NALC. Chief Executives Bulletin. Sent to Cllrs highlighting 'The Big Conversation' re the future place of Town and Parish Councils. 13. 4 Dec. TVBC. Planning Portal improvements 14. 4 Dec. Troy Planning. Neighbourhood Planning & Planning Support. Sent to CCE (NDP SG) 15. 5 Dec. TVAPTC Minutes - 22 November 2018. Copied to Cllr DC 	<p>Clk</p> <p>Clk</p> <p>Clk</p>
16	Councillors to request any items to be included within the agenda for the Meeting to be held Wednesday 9th January 2019 Budget ratification.	

Meeting Closed at 10:07 pm