

UPPER CLATFORD PARISH COUNCIL

MINUTES FROM THE MEETING HELD ON WEDNESDAY 14TH FEBRUARY 2018
AT 7.40PM IN THE KING EDWARD VII MEMORIAL HALL

MINUTES REMAIN A DRAFT UNTIL AGREED AS A CORRECT RECORD AT THE NEXT MEETING ON 14th MARCH 2018

Present:	Parish Cllrs P Heslop (Chairman), Mrs A Lockhart, A Newell, Mrs S Kennedy, Mrs C Williams, A Wilson, TVBC Cllr M Flood, HCC Cllr A Gibson Minutes – C Emmett, Parish Clerk
1	Apologies for absence TVBC Cllr Stallard, Parish Cllrs D Coole, Cllr C Eyre
2	To receive and accept declarations of interest Nil
3	Public Participation. Nil
4	To approve the minutes from the meeting held on 10th Jan 2018 Councillors all agreed that the minutes were a correct record of proceedings. Cllr P Heslop signed and dated the minutes to confirm this resolution
5	To receive the Clerk's progress report since the meeting held on 10th Jan 2018 December Minutes Item 9.3. Take new photos of Chalk Pit. Taken on 29 Jan 18. Complete Item 11.3.a. BBPF Toddler swing seat. Received and held by Clerk. Clk to liaise with Cllr AN re fitting it. Complete Item 11.3.b. BBPF Picnic Bench. Seek quote for replacing timber. Complete Meeting 10 Jan 18 Item 4. Issue amended minutes of Dec meeting. Issued and sent to webmaster. Copy for Chairman to sign. Complete Item 5.1 Strategic Gap and Local Gap and the 'Settlement' Map – distribute to Cllrs. Complete Item 6.2. Send support to Church Crookham NALC Motion - Adequacy of residual parking a material planning consideration. Complete Item 8.5 Cllr AG to set up meeting with HCC embedded BT rep Complete Item 9.1. Confirm receipt of outstanding cheques. Complete Item 10.1. CCE to arrange meeting of NDP group. Complete Item 10.2. Obtain TVBC advice on VDS addendum method. Complete Item 11.2. Order Climbing frame playbark - Pending Item 11.4.b. Showers. Hasten date for work. Pending reply Item 13.1 Notify TVBC of storm damage along cycleway. Complete Item 13.2. Submit PCL for footpaths to HCC. Complete Item 13.4. Speed indicator signs. Confirm TVBC receipt of request. Complete Item Review of Current Road Traffic Regulations Orders. Confirm TVBC have received request for 20 mph zone and yellow lines. Complete Item 15.j. Clarify why no financial contributions were made for solar farm. 'Unless there is a resultant infrastructure need it does not attract a financial contribution'. Complete Item 15.p. 8 Jan FOI Code of Conduct Consultation. Review Complete Item 16. Obtain quote for repair of AVPF Public Notice Board. Complete (breakdown of quote requested) Item 17.2. Notify D Coole of co-option. Complete Item 18. Transparency Cllrs to review 12 steps Pending
6	Planning: 1. Planning sub-committee to report on applications 18/00012/FULLN Demolition of Barn and replacement with dwelling - Poplar Vale – Objection submitted. 2. Draft VDS Amendment Cllrs reviewed advice given by TVBC on method and need to add an addendum to the existing VDS along the lines of a draft

	produced by Cllr Kennedy. Cllr Heslop agreed to further refine the draft.	PH																					
7	<p>Borough Councillor to provide a monthly report Cllr Flood reported:</p> <ol style="list-style-type: none"> 1. Cabinet had approved budget items amounting to an increase of £5 pa on a band D dwelling. It goes to full Council for approval on 23 Feb 18. 2. Community Governance Review initial public consultation responses are now on TVBC website. Andover Town have suggested taking Andover Manor from Upper Clatford. 3. Scams. There have been a spate of telephone call scams suggesting 'you are due a refund of Council Tax'. These are a scam. 4. Cllr Flood agreed to provide more information on the SHELAA review process being undertaken by TVBC. 	MF																					
8	<p>County Councillor to provide a monthly report</p> <ol style="list-style-type: none"> 1. HCC Council tax will rise by 5.99% (3% for adult social care, 2% Cost of Living, 1% investing in the future for new school places etc and replacing reduced central govt funding. 2. An update of actions to remove obstacles in the A3057/Wherwell road card park. 3. Fast Broadband. Current 'line of sight' technical advances are being investigated as are other options of new cabinets or extending lines. A date has been set for the meeting with Cllr Eyre. <p>Grants. Borough and County Cllrs were alerted to the probability of Upper Clatford seeking grants to support community engagement, particularly on parishioners Neighbourhood Development aspirations.</p>																						
9	<p>Finance:</p> <ol style="list-style-type: none"> 1. To receive and approve the financial statement for 1st Jan 2018 – 31st Jan 2018. Agreed by all. The Chairman signed and dated the statement. 2. To approve payments to be made <table border="0"> <thead> <tr> <th>Chq No.</th> <th>Amount</th> <th>Payee</th> </tr> </thead> <tbody> <tr> <td>1977</td> <td>£58.00</td> <td>Web Works 2 (Domain name 2 yrs reg)</td> </tr> <tr> <td>1978</td> <td>£48.00</td> <td>HALC (GDPR Course)</td> </tr> <tr> <td>1979</td> <td>£28.45</td> <td>British Gas Trading Ltd (Pavilion)</td> </tr> <tr> <td>1980</td> <td>£42.30</td> <td>C Emmett (Mileage & Office Expenses)</td> </tr> <tr> <td>1981</td> <td>£85.00</td> <td>HMRC (PAYE)</td> </tr> <tr> <td>1982</td> <td>£340.00</td> <td>C Emmett (Salary)</td> </tr> </tbody> </table> <p>All purchases approved and cheques authorised.</p> 3. Standing Authority to Use Debit Card Authority was requested for the Clerk to use the debit card for: <ul style="list-style-type: none"> • Items authorised by full council. Agreed. • Utilities payments. Agreed. • Expenses. To be permitted after email exchange with Chairman only. 	Chq No.	Amount	Payee	1977	£58.00	Web Works 2 (Domain name 2 yrs reg)	1978	£48.00	HALC (GDPR Course)	1979	£28.45	British Gas Trading Ltd (Pavilion)	1980	£42.30	C Emmett (Mileage & Office Expenses)	1981	£85.00	HMRC (PAYE)	1982	£340.00	C Emmett (Salary)	
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10	<p>Neighbourhood Development Plan Update. The Chairman reported that a scoping meeting had been held by Cllrs Eyre, Heslop, Coole and the Clerk. Cllrs had met with Cllrs from Goodworth Clatford and Kings Somborne NDP groups which had been very useful for lessons learned and documentation used. A meeting had been held with TVBC (Cllrs Coole, Eyre & Clk) to discuss processes and grants. Thanks were to be sent. Community engagement is the key and efforts will be directed accordingly to establish the community views leading to a go/no go decision.</p>	Clk																					
11	<p>Playing Fields</p> <ol style="list-style-type: none"> 1. To report the weekly Monitoring of Play Park Equipment. Cllrs inspections had not identified any equipment issues in either park. 2. Anna Valley Playing Field. The play bark is still to be ordered. 3. Balksbury Bridge Playing Field. The wet weather has seen the return of the puddle in the centre of the park. The toddlers swing seat has been 	Clk																					

	<p>replaced. A request for use of the field for the May Fayre was approved.</p> <p>4. Sports Field A request from G Clatford Primary School PTA to use the Sports Field and Pavilion for "Clatfest," a small music festival with local bands, pupils singing various games and afternoon tea's etc, in place of the School Fete on either Sat 23 Jun or 30 Jun or 7 Jul. Agreed at no cost. A date for the shower floor re-levelling is awaited. Cllr Kennedy suggested the Council may wish to consider creating a bowling green on the field in view of the lack of use for cricket. Cllr Lockhart agreed to look into the practicality of the suggestion</p>	AL
12	<p>Trees and Open Space Cllr Williams reported concern about a hedge impeding the footpath along Foundry Rd at the bottom end of Brook Way and would provide the Clerk with details. If appropriate the Clerk was to write to the owner. A practice of cars parking on the track beside The Green was reported as being a potential obstruction to emergency service vehicles. The Clerk is write to residents.</p>	CW Cik Cik
13	<p>Footpaths and Highways</p> <p>1. Cllrs to report any issues. Flooding on Foundry Rd in wet weather on the bend to the east of Waterloo Tce was noted. This is not thought to be due to a blocked drain. TVBC were to be informed.</p> <p>2. Lengthsman Scheme. Goodworth Clatford have decided not to go ahead with plans to be a lead council for the scheme. It was agreed that UC would not pursue joining the scheme at this time.</p> <p>3. Road Safety A holding reply has been received from TVBC on the Councils request for a 20 mph zone and yellow lines to be included in their review of current and new Traffic Regulation Orders. Cllrs expressed on-going concern about the speed of traffic through the villages. The Clerk was asked to establish if funding of Gateway signs might come from grants, Cil or S106.</p> <p>4. Cllr Newell to report any street lighting issues. All lights are working.</p>	Cik Cik
14	<p>External Committees and Events</p> <p>a. Cik to report on changes to the website. Minor changes were reported. The Chairman then spoke about re-vitalising the web site as a means of better engaging with the community and sought approval to ask a local resident web designer to present ideas, based on a rough draft proposal which was distributed, at the next meeting. Agreed, but this must be without commitment by the PC and concerns were expressed the need to about the accuracy of the information in the proposal input of information onto the site, data protection</p> <p>b. Cllr Mrs Kennedy to report of upcoming events at the Village Hall. The exterior of the hall will be painted when weather permits. The AGM will be held on 12 Mar 18. Films and events are shown on the Village Hall website which is linked to the Parish Council site at www.upperclatfordpc.org</p> <p>c. Cllr Crosthwaite Eyre to report on Faster Broadband. Cllr Eyre will be meeting the BT embedded rep with HCC in March.</p>	PH
15	<p>Correspondence and E mail. Clerk to report on correspondence and emails</p> <p>1. 11 Jan. An advert from Shiver TV. Display on website</p> <p>2. 12 Jan Webworks2. Monthly Web report. Sent to CCE</p> <p>3. 12 Jan HALC. NALC Consultation - the review of Park Homes Legislation</p> <p>4. 16 Jan TVBC. Great British Spring Clean - 2 - 4 March 2018. To Cllrs</p> <p>5. 15 Jan J Murray IA Terms of Engagement letter dated 11 Jan 18.</p> <p>6. 23 & 25 Jan. TVBC email advice on addendum to VDS.</p> <p>7. 30 Jan. HCC Electric Vehicle Charging Framework - January update. Meetings in Winchester on 5, 6, 8 Mar at 9am. Copied to AW</p> <p>8. 31 Jan. TVBC Electoral Services - Parish Vacancy vice Cllr S Bulter -</p>	Cik

	<p>Notice of permission to Co-Opt.</p> <p>9. 1 Feb. Neighbourhood Watch Jan Newsletter. To Cllrs</p> <p>10. 1 Feb. HALC Invitation - Hampshire ALC Annual Conference 2018 - "Fit for the Future" - 21st March 2018 - 09.00-15.00 - St Mary's Stadium, Southampton £75</p> <p>11. 2 Feb. HALC Local Government Ethical Standards - Call for Evidence.</p> <p>12. 7 Feb. TVBC Parish Funding Sessions (Cil, S106, Community Asset Fund) – 7 Mar Andover Guild Hal (Cllr Lockhart & Clk aim to attend), 22 Mar Romsey, 28 Mar Stockbridge (Cllr Wilson)</p> <p>13. 9 Feb. HALC re Consultation Letter from the Hants Police and Crime Panel</p> <p>14. 9 Feb. HALC re Major Road Network Consultation</p> <p>15. 10 Feb. Parishioner email regarding safety concerns in Bury Hill play park. Passed to AL. Clerk to inform TVBC who manage that facility.</p> <p>16. 12 Feb. TVAT&PC. Notice of next meeting on 22 Feb. The evening will focus on the new data protection regulations due to come in to force in May – the EU's General Data Protection Regulations and the Government's Data Protection Bill. Eleanor Greene from HALC will be giving a presentation followed by a Question and Answer session. PH copied as SB used to attend for UC. Cllr Wilson requested a copy.</p>	<p>Cllrs</p> <p>AL, Clk AW</p> <p>Clk</p> <p>Clk</p>
16	<p>Notice Board The Clerk stated that he had approach 2 carpenters for quotes on the notice board, picnic table and 2 benches on the Green. A figure was provided but did not include a specific figure for the notice board which was to follow. Raise at next meeting.</p>	Clk
17	<p>Transparency & Data Protection. The Clerk summarised points noted from the HALC session on 15 Jan 18 as follows:</p> <ul style="list-style-type: none"> • Cllr Email addresses – separate from personal recommended. Cllr Eyre looking into use of the domain name for email. • Roles – Data Controller is normally the Council to say how and why data is processed – (Standing Order). Data Processor, executes the process – Currently the Clerk. Data Protection Officer, new under GDPR. Currently the Clerk. • Data should be obtained for specified purpose and consent obtained and verifiable. • Information Notices must be sent when collecting data. • Data Cleansing Policy • Breaches to be reported within 72 hrs • Actions recommended - Review Policy (see HALC web), ensure all data now collected has active consent, Clear records. <p>Feedback from Cllrs to 12 Steps to GDPR was requested.</p>	<p>CE</p> <p>Cllr</p>
18	<p>Defibrillator Management – Cllr Williams outlined the defibrillator management (inspection and maintenance checks) and proposed a vote of thanks. Agreed by all. The Clerk was to write.</p>	
19	<p>Newsletter Cllr Kennedy suggested a newsletter should be distributed at the same time as any NDP questionnaires. Topics for inclusion should be raised at the next meeting.</p>	Cllrs
20	<p>Councillors to request any items to be included within the agenda for the Meeting to be held Wednesday 14th Mar 2018</p> <p>Local SPSO update – Clerk to invite.</p>	Clk

Meeting Closed 1001pm