

UPPER CLATFORD PARISH COUNCIL  
MINUTES FROM THE MEETING HELD ON WEDNESDAY 11<sup>TH</sup> DECEMBER 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), C Eyre, H Folkard-Tapp, S Kennedy, A Lockhart, N Shah, C Williams, A Wilson, HCC Cllr A Gibson, TVBC Cllr M Flood Minutes: C Emmett Parish Clerk
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1	<b>Apologies for Absence</b> Cllr D Coole	
2	<b>To receive and accept declarations of interest</b> Nil	
3	<b>Public Participation</b> Richard Bennett stated he was attending with a view to becoming a Parish Cllr and spoke briefly about his background.	
9	<b>County Councillor to provide a monthly report</b> Cllr Gibson asked that this item be considered at the start of the meeting due to transport issues. Agreed. Cllr Gibson discussed the Wheelabrator consultations and stated that HCC did not feel it appropriate during the election period to make a firm response but had stated that information provided for the consultation was inadequate to make a valued judgement but were concerned about the size and sources of waste. After some discussion he left the meeting.	
4	<b>To approve the minutes of the Parish Council Meeting held on 13<sup>th</sup> November 2019</b> Cllr Wilson proposed acceptance of the minutes of the Parish Council Meeting held on 13 <sup>th</sup> November 2019. Seconded by Cllr Kennedy. Agreed by all and signed by the Chairman.	
5	<p><b>To receive the Clerk's progress report since the meeting held on 13<sup>th</sup> November 2019</b> ITEM</p> <p>6. Draft trackway tender. Sent photos and sought advice from RB Construction Ltd 28/11. Reply awaited. <b>Ongoing</b></p> <p>7. Submit Planning returns. <b>Complete</b></p> <p>11.1.b Budget Virement. <b>Complete</b></p> <p>11.4. Bank Mandate returns. Received from AL, CE. DC awaited. <b>Ongoing</b></p> <p>12.a.iii. Wet pour repair. Quoted cost amended and environmental statement obtained. Work approved by email from all Cllrs due 10 Dec 19. <b>Complete</b></p> <p>12.b. Whirlygig in AVPF. Order repair. Due 10 Dec 19. <b>Complete</b></p> <p>12.2. AVPF goal area repair. Delay work to avoid possibility of snow. Contractor agreed. <b>Complete</b></p> <p>12.3. Sports field work priority list. <b>DC reviewing.</b></p> <p>13.1.a Report street light obscured on Sam Whites Hill. HCC fault ref 182789 dated 16/11/19. <b>Complete</b></p> <p>13.2.a. Check The Green commons registration. <b>Complete</b></p> <p>13.2.d. Brook Way/Foundry Rd Land area to be inspected by CW &amp; HFT <b>Pending</b></p> <p>14. Illuminated speed signs. AL to liaise with Charlton PC. <b>Complete</b></p> <p>14.3.a. Obscured street light Sam Whites Hill. Report. <b>Complete</b></p> <p>15.3.a Distribute CCE Climate Change Emergency Notes to Cllrs. <b>Complete</b></p> <p>15.3.b. Provide information on law regarding responsibility for burial grounds. Article by P Clayden sent to all Cllrs indicates it is not a requirement on the Parish Council. <b>Complete</b></p> <p>18.1.a. S Hopkins plaque. Details of wording provided to contractor. Cost would be £291.00 ex VAT plus £18.00 ex VAT for packing and delivery. Can be supplied with conventional screws or with hidden fixings – two M8 stainless rods on the reverse for resin fixing into the wall. Awaiting decision from SK prior to ordering. <b>Pending</b></p> <p>18.1.b. Liaise with HCC Street Light PFI manager re process and cost for new light at top of Red Rice Rd. <b>Complete</b></p> <p>18.1.c. Hedging for BBPF. Cllr NS has provided details. <b>Complete</b></p> <p>18.1.d. Signage of/to chalk streams to be costed. <b>Pending</b></p> <p>18.1.e. Feasibility of re-cycling facility to be determined. <b>Complete</b></p> <p>18.2. Clk to maintain list of projects. Copy sent to Cllrs. <b>Ongoing task</b></p>	
6	<p><b>Planning</b></p> <p><b>1. Planning sub-committee to report on applications:</b> Cllr Shah reported it had been a quite month and nothing further had been heard regarding Poplar Vale. On Fishing Cottage, the appeal had been dismissed. The following applications had just been received and are now on circulation:</p> <p><b>a. 19/0291/FULLN</b> 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</p> <p><b>b. 19/02750/TREEN</b> The Old Forge. T1 Beech, trim branches and hedge. Due to TVBC by</p>	

	<p>3 Jan 20</p> <p><b>2. Solar Farm</b> The Chairman stated that his research indicated that it was normal for builders/owners of solar farms to make generous contributions to Community Funds on creation. It was noted that there had been administrative oversights during the approvals process for the Cowdown solar farm. The Clerk was instructed to write to both Andover Town Council and Goodworth Clatford PC regarding such contributions.</p>	Cik																																
7	<p><b>Neighbourhood Development Plan Steering Group Report.</b> Cllr Eyre reported that the Regulation 14 Consultation period had now closed and the next stage was to consider comments and produce the revised Neighbourhood Plan for consideration by TVBC and the Independent Inspector. He stated that 148 comments had been received from 47 respondents including 6 agencies (e.g. Highways). There had been 6 objections, 4 concerning Community Action in relation to All Saints Church, one on construction materials in the Conservation Areas and two on the proposals for new Local Green Spaces. Along with all the rest of the comments and supporting statements, these have been documented and shared with the NDP Steering Group and Consultant. The Chairman asked about control of personal data in any subsequent publications and was assured that responses documented would be anonymised. It was suggested that a website summary be produced. It is expected that the consultants work to complete the consultation phase will be completed within the current fiscal year.</p>																																	
8	<p><b>Borough Councillor to provide a monthly report</b> Cllr Flood commented on</p> <ol style="list-style-type: none"> <li>1. TVBC's concerns about the Wheelabrator proposal</li> <li>2. Town Centre Development Plan. She stated there had been a public meeting that night and there was to be a pop-up shop manned by staff from the Borough Council and planners until Sunday 15 Dec.</li> <li>3. Chantry Centre Refurbishment. Since purchasing the Centre TVBC have driven down service charges, mainly based on re-assessment of floor space, carried out repair of leaks and lifts in the car park as well as the public conveniences. TVBC were keen to keep anchor tenants.</li> <li>4. Planning. There had been very little activity due to ECJ rulings on the EU Habitats Directive regarding nitrates-neutrality (Nn).</li> <li>5. Markets. Artisan Farmers Market Sun 15 Dec 19 and French Market 20 Dec 19.</li> </ol> <p>The Chairman thanked her for her report. Cllr Flood and Mr Bennett left at this stage.</p>																																	
10	<p><b>Finance:</b></p> <ol style="list-style-type: none"> <li>1. <b>To receive and approve the financial statement for 1 November – 30 November 2019.</b> Cllr Shah proposed acceptance of the statement produced by the Clerk. Seconded by Cllr Eyre. Agreed by all and signed by the Chairman.</li> <li>2. <b>Approve payments to be made.</b> <ol style="list-style-type: none"> <li>a. Cheques to be raised at the meeting to be held Wednesday 11 December 2019</li> </ol> <table border="1"> <thead> <tr> <th>PV</th> <th>Chq No.</th> <th>Payee</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>73</td> <td>2129</td> <td>TVBC (GM Sports Field)</td> <td>£873.50</td> </tr> <tr> <td>75</td> <td>2130</td> <td>C Emmett (Salary, o'time, exp)</td> <td>£535.25</td> </tr> <tr> <td>76</td> <td>2131</td> <td>HMRC (PAYE)</td> <td>£128.00</td> </tr> <tr> <td>77</td> <td>2132</td> <td>Vita Play Ltd</td> <td>£736.68 (not approved. Work pending)</td> </tr> <tr> <td>78</td> <td>2133</td> <td>Rhys Dobbs</td> <td>£402.00</td> </tr> </tbody> </table> <ol style="list-style-type: none"> <li>b. Card Payments/DD</li> </ol> <table border="1"> <tbody> <tr> <td>PV72</td> <td>18-Nov</td> <td>B Gas (Pavilion)</td> <td>£30.42</td> </tr> <tr> <td>PV74</td> <td>24-Nov</td> <td>MS Office</td> <td>£59.99</td> </tr> </tbody> </table> </li> <li>3. <b>Approve Budget and Precept for FY 2020/21</b> Cllrs had considered the budget proposed by the Finance Committee at the meeting on 7 Nov 19. It was noted that there were no funds for training in the proposal. Funding of £500 was agreed with a commensurate reduction in the NDP line. Cllr Kennedy proposed acceptance of the amended proposed budget and precept (see annex A and note GM figs redacted due to ongoing tender). Seconded by Cllr Williams. Agreed by all, had been sent to all Cllrs with the budget proposals for 2020/21.</li> </ol>	PV	Chq No.	Payee	Amount	73	2129	TVBC (GM Sports Field)	£873.50	75	2130	C Emmett (Salary, o'time, exp)	£535.25	76	2131	HMRC (PAYE)	£128.00	77	2132	Vita Play Ltd	£736.68 (not approved. Work pending)	78	2133	Rhys Dobbs	£402.00	PV72	18-Nov	B Gas (Pavilion)	£30.42	PV74	24-Nov	MS Office	£59.99	
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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> <ol style="list-style-type: none"> <li>a. AVPF. Cllr Williams reported that she had last inspected in late Nov 19 due to the weather but would inspect later this month. The Clerk had visited on 11 Dec to check the Whirligig – not yet repaired – and had not noted any obvious issues.</li> <li>b. BBPF. Cllr Wilson reported that he had last inspected in late Nov 19 due to the weather but would inspect later this month.</li> </ol> </li> <li>2. <b>Annual Playsafety Inspection – Works</b> <ol style="list-style-type: none"> <li>a. It has been agreed that work in the goal area in AVPF will be delayed until after risk of snow</li> <li>b. Whirly gig repair delayed due to sickness. Due later this week.</li> <li>c. Wet Pour Surface cleaning delayed due to sickness. Due later this week.</li> <li>d. Stumps &amp; bushes along BBPF fence. Having received Cllr Shahs proposals for hedging the field it was felt it unnecessary to remove vegetation from the fence provided this did not</li> </ol> </li> </ol>																																	

	<p>impact on Highways and signs were not obscured. Clerk to contact contractor and cancel order.</p> <p>3. <b>Sports Field</b> No report</p>	CIk
12	<p><b>Trees and Open Space</b></p> <p>1. <b>Trees</b></p> <p>a. Work in Brook Way completed</p> <p>2. <b>Open Spaces</b></p> <p>a. <b>The Green</b> – The Clerk was asked to amend the commons registration with HCC.</p> <p>b. <b>Brook Way/Foundry Rd Land.</b> Cllrs Williams and F-Tapp to review options, mainly to discourage green waste fly tipping.</p> <p>c. <b>Legal Matter.</b> (Resolution: To resolve in accordance with the Public Bodies (Admission to Meetings) Act 1960 to exclude the public and press for discussion on a legal matter as prior publicity might be prejudicial to the special nature of the business). <b>Resolved.</b> The meeting was then closed to the press and public. After a further review of legal advice, it was <b>resolved</b> 'Not to progress the BBPF boundary matter further, due to potential costs not being proportionate or an appropriate use of public funds.' The meeting was then re-opened to the public and press.</p>	
13	<p><b>Footpaths and Highways</b></p> <p>1. <b>Cllrs to report any footpath issues.</b></p> <p>a. Priority Cutting List. HCC Countryside N have called for PCL for 5 paths by 15 Jan 20. To be agreed at next meeting.</p> <p>b. Footpath 2. Cllr Eyre reported on footpath 2 fencing and clearance.</p> <p>2. <b>Road Safety</b> Street light at top of Red Rice Rd, Illuminated Speed Indicator Signs and Village Gateways were all considered road safety issue to be looked at under item 16 Community Actions/Projects.</p> <p>3. <b>Cllrs to report any street lighting issues</b> The obscured street light on Sam Whites Hill was reported to HCC in November and action is awaited.</p>	All
14	<p><b>External Committees and Events</b></p> <p>1. <b>Report on changes to the website</b> Various News and Events items have been published.</p> <p>2. <b>Cllr Mrs Kennedy to report of upcoming events at the Village Hall</b></p> <p>a. Cllr Kennedy stated she would check on dates for re-flooring the Hall to see if it would impact on PC meetings. If necessary, it was agreed that the Committee Rm might be used though it would be tight and there would be little room for the public.</p> <p>b. WiFi. Cllr Eyre reported that he had obtained the agreement in principal to create a link between the VH and a resident living close to the VH, to enable broadband access in the VH, using the redundant TP-Link from All Saints Church. This was now a matter for the VH Committee and not a PC matter.</p> <p>3. <b>Cllrs to report on other meetings</b> Nothing reported.</p>	SK
15	<p><b>Correspondence and E mail. Clerk to report</b></p> <p>1. 13 Nov. HALC. Joining Instructions – Basic Planning. Sent to NS</p> <p>2. 15 Nov. HALC. NALC LTN22 - Grievance and Disciplinary Arrangements - Revised Nov 2019. Copied to Chair with UC existing procedure. Possible update required.</p> <p>3. 15 Nov. Access North. Annual Vegetation Cutting 2020.</p> <p>4. 15 Nov. Playforce.co. New Government Funding for play areas. Deadline for applications 7 Dec 19. Copied to AW, CW, AL</p> <p>5. 15 Nov. Individual via website. Location of nearest PO and village shop within walking distance of U Clatford. Reply sent.</p> <p>6. 15 Nov. HALC. NALC LTN22 - Grievance and Disciplinary Arrangements - Revised Nov 2019. <b>To be considered for adoption.</b></p> <p>7. 18 Nov. HCC. Footpath Priority Cutting List required by 15 Jan 20</p> <p>8. 22 Nov. TVBC. VE Day Memories flyer. Copied to Cllrs and web site</p> <p>9. 23 Nov. Chairman Clatford School PTA Summer Fair 2020 3 – 6 Jul 20</p> <p>10. 23 Nov. Parishioner. Tree work in Brook Way due 22 Nov 19 – not done. Delay due to weather. Planned for 10 Dec.</p> <p>11. 25 Nov. Leander Architecture. Plaque design. Passed to SK for decision on attachment fitting.</p> <p>12. 27 Nov. CIk Enham Alamein PC. Speed detectors/indicators in Enham Alamein</p> <p>13. 27 Nov. TVAPTC. TVAPTC Minutes from 7 November. Copied to Cllrs</p> <p>14. 3 &amp; 4 Dec. S Shaw. Request to support the Local Electricity Bill</p> <p>15. 4 Dec. Parishioner. Tree work access.</p> <p>16. 5 Dec TVATCA. TVAPTC - Consultation on Unauthorised Encampments. Sent to Chairman.</p> <p>17. 6 Dec. Parishioner. Email for Chairman re joining PC. Passed to Chairman</p> <p>18. 8 Dec. Individual via website. Contact with Church. Forwarded to Rev'd Katrina.</p> <p>19. 8 Dec. Cllr NS. BBPF hedge, costed proposal. To Cllrs.</p> <p>20. 9 Dec. HALC. 1-day Lantra Awards Basic Tree Survey &amp; Inspection Course 21 Feb 20. To Cllrs</p>	CIk

	21. 9 Dec. TVBC. Illegal encampments in the Test Valley Area. Request for information. Responded.	
16	<p><b>Community Actions/Projects</b></p> <p>1. The Clerk had circulated a list of all known ideas to Cllrs. The Chairman stated he was looking for a priority list and suggested a small group look at this and put it back to full council. Cllrs Lockhart, Shah and Folkard-Tapp agreed to do this. Cllr Eyre suggested Survey Monkey might be used to identify or refine priorities. There are still funds in this year's budget for quick spend items and the following have been costed and may be possible:</p> <p>a. <b>S Hopkins Plaque.</b> Requirement wording agreed and costed by contractor. An additional £80 was agreed (£380) for purchase this year. This does not include any cost for mounting on Village Hall. Decision on fitting type required from Cllr Kennedy prior to ordering.</p> <p>b. <b>Street Light Red Rice Rd.</b> Cllr Kennedy considers this a road safety issue and recommends a telegraph pole near Knutsbury. HCC Street Light PFI Manager indicates cost in order of £1500 - £2000 for procurement and fitting to pole with power supply. Clk to liaise further with PFI manager and finalise cost for proposal.</p> <p>c. <b>BBPF Hedging.</b> Cllr Shah had produced a costed options paper for Cllrs including a 'No Cost' option using 100 metres root stocks, protective sleeves and cane from the Woodland Trust over 2 seasons. Planting could be a community project or a paid for service. It was agreed that this option should be adopted. The Chairman thanked Cllr Shah for the research and volunteered to do some of the planting as di other Cllrs. Considering this, removal of vegetation from the fence line was deemed unnecessary.</p> <p>d. <b>Speed Signs and Village Gateways.</b> Cllr Lockhart had spoken to other councils and was asked to continue to examine this as a road safety project. Due to the dispersed villages in the parish this would require several gateways and deemed a lower priority.</p> <p>e. <b>Recycling Area.</b> Cllr Folkard-Tapp had concluded a recycling area within the parish was not practical and not needed due to other nearby facilities. She however suggested introducing a ' ' hub, a free program in the United Kingdom for recycling oral care products and packaging. Participants in the new program get the opportunity to fundraise for schools and charities. Other items might also be covered. It was agreed she register for more information on behalf of the council.</p> <p>2. Cllr Eyre indicated that there were several items from the NDP process for 'community action' which were not on the list. He was asked to forward them to the Clerk.</p> <p>3. Re-paint telephone box. Cllr Heslop request this be added to the list.</p>	<p>Cllrs</p> <p>Clk</p> <p>Clk</p> <p>NS</p> <p>AL</p> <p>F-T</p> <p>CCE Clk</p>
17	<b>Councillors to request any items to be included within the agenda for the Meeting to be held Wednesday 8<sup>th</sup> January 2020</b>	

Meeting Closed at 9.42 pm

**PROPOSED BUDGET FY 2020/21**

<b>Expenditure</b>	<b>Fin Ctee</b>
Office Expenses	£650.00
Clerk Salary (Gross)	£6,500.00
Training	£500.00
Councillor Expenses	£200.00
Legal Fees	£2,000.00
Insurance	£1,110.00
Audit Charges	£415.00
Section 137	£150.00
Grounds Maintenance	Withheld due to tender
Footpaths	£1,000.00
Tree Maintenance	£2,500.00
Dog Bins	£1,540.00
Street Lighting	£2,000.00
Pavilion	£4,400.00
Sports Field	£1,500.00
BBPF and AVPF	£2,000.00
Subscriptions	£500.00
NDP	£500.00
Website	£35.00
Safety Measures	£0.00
Events/elections	£0.00
Miscellaneous	£0.00
NDP Locality Grant	£0.00
Projects	£4,000.00
<b>Total Expenditure</b>	<b>£31,500+GM</b>
<b>Income</b>	
Precept	£15,680.00
Bank Interest	£10.00
Ant Structures Rent	£10,335.41
Grants	£2,000.00
Website Sponsorship	£0.00
Pav. Running Cost Contributions	£0.00
Section 106 Contributions	
VAT Repayment	£2,400.00
Miscellaneous Income	£0.00
NDP Grants	£500.00
Parish Funds	£395+GM
Lengthsman Scheme	£0.00
Village Hall (Grass)	£180.00
<b>Total Income</b>	<b>£31.500+GM</b>