

UPPER CLATFORD PARISH COUNCIL  
MINUTES OF THE MEETING  
HELD ON WEDNESDAY 8<sup>TH</sup> NOVEMBER 2023  
AT 7.30 PM IN  
THE KING EDWARD VII MEMORIAL HALL (COMMITTEE ROOM)

Draft until approved

Councillors	Clerk	TVBC + County Councillors	Others
Cllrs P Heslop (Chairman) R Hydes R Hawkins C Williams C Eyre R Bennett N Freemantle	E Attwood	S Hasselmann D Drew	10

1.	<b>Apologies for Absence:</b> Borough Councillor Flood
2.	<b>To receive and accept declarations of interest: Cllrs raised the following declarations to planning applications.</b> Cllr Heslop - <b>23/02571FULLN Rest Harrow &amp; 23/02827FULLN Mount Villas Sunnyside</b> Cllr Hydes - <b>23/02660FULLN 4 Bury Hill Farm</b> Cllr Freemantle - <b>23/02571FULLN Rest Harrow</b>
3.	<b>Public Participation:</b> - None
4.	<b>Borough Councillors Report – Councillor Flood reported on the following: See appendix A</b> <ul style="list-style-type: none"> <li>Thrive and community workshops will be held on 1<sup>st</sup> November, one rep from each parish attended.</li> <li>Unity Survey is available to complete on parish website.</li> <li>Bury Hill – Trees reunited will be planting trees with local school children.</li> <li>Boundary changes will take place at the next election. The MP elected for this area will represent the Romsey and Southampton north area.</li> </ul>
5.	<b>County Councillors Report- See Appendix B</b> <ul style="list-style-type: none"> <li>Provided information about the lengths man scheme.</li> <li>Cllr Bennett reported that he now had consent from the land owner to go ahead with the HCC scheme Shoots along the Routes for tree planting alongside the A303.</li> </ul>
6.	<b>To approve the minutes from the Parish Council Meeting held on 11<sup>th</sup> October 2023</b> Minutes were circulated prior to the meeting.  <b>Resolved: That the minutes of the Council meeting of the Parish Council held on the 11<sup>th</sup> of October be confirmed and signed as a true record.</b>
7.	<b>To receive the Clerk's progress report since the last meeting held on 13<sup>th</sup> September 2023.</b> <ul style="list-style-type: none"> <li>Fixed Rate Investment – bank running behind with applications should be open next week.</li> <li>Bonfire – Further insurance companies were approached for a one-day event insurance, requirements was property, cars, etc should be 100 metres from bonfire, even further away than our own insurance company's 75 metres.</li> <li>Three people were sent applications for co-option. None have been returned.</li> </ul>

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	<ul style="list-style-type: none"> <li>• Councillor Mrs Kennedy has been presented with a Freedom of Upper Clatford Parish scroll &amp; afternoon tea for her 32 years serving the parish as a councillor. 9 of these years were as Chairman of the Parish Council.</li> <li>• Awaiting to hear from Football Club re service agreement for the protection of both parties. All invoices are paid up to date.</li> <li>• Vice Chair of Village Hall trustees apologised for double booking at last month's Parish Council meeting. PC did not pay for hall booking.</li> <li>• New batteries arrived and delivered to the SID volunteer.</li> <li>• All paperwork completed and Lodged with TVBC for new Councillor.</li> </ul>
8.	<p><b>Planning - Review of decisions, applications, and responses</b></p> <p><b>8.1 23/02634/TPON 23 Brook way – Resolved:</b> Parish Councillors had no objection.</p> <p><b>8.2 23/02660/FULLN 4 Bury Hill Farm - Resolved</b> Parish Councillors had no objection. Cllr Hydes declared an interest and did not take part in discussions or vote on the decision.</p> <p><b>8.3 23/02620/TREEN 5 Clatford Manor – Resolved</b> Parish Councillors had no objection.</p> <p><b>8.4 23/02700/FULLN Green Meadows Goodworth Clatford - Resolved</b> Parish Councillors had no objection.</p> <p><b>8.5 23/02827/FULLN Mount Villas Sunnyside - Resolved</b> Parish Councillors had no objection. Cllr Heslop declared an interest and did not take part in discussions or vote on the decision.</p> <p><b>8.6 23/02571/FULLN Rest Harrow - Resolved Parish Councillors objected to the first floor extension</b> Cllrs Heslop &amp; Freemantle declared an interest and did not take part in discussions or vote on the decision.</p> <p>Resolved: Parish Cllrs object to the first-floor extension. The reasons are listed below.</p> <ul style="list-style-type: none"> <li>• Rest Harrow is located between two Grade II listed buildings within the Conservation Area, and is an identified in the Conservation Area Character Appraisal of UCNDP</li> <li>• Increased height of the proposed new roof line will be excessively prominent in the Village Street and will have an adverse impact on the character and appearance of the village.</li> <li>• Currently the roofline is not visible from the Street, however it will become prominent.</li> <li>• The original character and symmetry will be significantly eroded, and it will negatively impact the character of the area.</li> <li>• TVBC to check if an original plan had a previous planning stipulation to the roof line nearest Village Street.</li> </ul> <p><b><u>Update on previous decisions.</u></b></p> <ul style="list-style-type: none"> <li>• TV265 Orchard Farm – ongoing with National Highways</li> <li>• 23/01470/FULLN Meadow View - Planning permission granted.</li> <li>• 23/02318/FULLN Curry Cottages – Ongoing</li> <li>• 23/02510/VARN Floodlights Farleigh School - Ongoing</li> <li>• 23/02543/FULLN 4 The Green - Ongoing</li> </ul>

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**9.1 Finance - To receive and approve the Financial Statement 1<sup>st</sup> October 2023 – 31<sup>st</sup> October 2023.** The Clerk had circulated financial statements prior to the meeting.

**Bank Reconciliation**  
Business Account £79,530.83  
Treasurers Account £2,260.65  
Fixed Term Deposit - bank confirmed account will be opened soon.

**Resolved: That the financial statements between 1<sup>st</sup> October – 31<sup>st</sup> October was approved and signed by the Chairman.**

**9.2 Payments for approval**

**October**

PV51	British Gas	£21.70
PV52	TVBC- Bonfire Clearance	£83.40
PV53	Business Stream	£26.42
PV54	Wicksteed - Swing Seat	£179.03
PV55	Clerks Salary	£619.93
PV56	Clerks Tax	£8.40
PV57	HALC - Cllrs Course	£320.00
PV58	Currys online – printer	£159.99
PV59	All saints Chalk Stream talk room hire	£15.00
PV60	SSE	£16.46
PV61	Elan City Batteries	£177.50

**October**

PV62	E Attwood Clerks Salary	£619.93
PV63	HMRC - Clerks Tax	£8.40
PV64	P Heslop Fuel ref Lang Lakes	£22.50
PV65	P Heslop Frame	£25.00
PV66	King Edward V11 Hall charge	£30.00
PV67	HCC - Street Lighting	£1050.99
PV68	Bin Installation Sports field	£643.57
PV69	R Bennett /bar/screw/refresh	£49.47

**Cllr Bennett reported he needed to purchase some stakes with the remaining grant monies for completion of works at Bury Hill Ring.**

**Resolved: Payments for October & November 2023 were approved.**

**9.3 Discuss and consider a grant for Clatfords Village Store**  
**Resolved:** Councillors did not approve either application for a welcome pack or contribution towards a freezer.

**9.4 Approval to appoint Auditor.**  
**Resolved:** Councillors approved Paul Reynolds quote of £265 to conduct the internal audit for the year ending March 24.

**9.5 Items to be included in budget.**  
Cllrs discussed the proposed budget, and some tweaks will be made, and it will be presented at the next meeting for approval.

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10	<p><b>Playing Fields - To report the Monthly Monitoring of the Play Park Equipment</b></p> <p><b>10.1 Coronation Field (Anna Valley Playing Field)</b> <i>Post Meeting: Cllr Williams reported that she had inspected the equipment and there was nothing to report. The swing seat has been installed.</i></p> <p><b>10.2 Barksbury Bridge Playing Field</b> It was reported that entrance to the park where dog walkers go the bin gets slippery. Cllr Hawkins will look at what can be done to improve the area. <i>Post Meeting: Cllr Williams inspected the equipment, and the ground was soggy, and a small pond has appeared in the middle of the field.</i></p>
11	<p><b>11 Policies for Approval</b></p> <p><b>11.1 Approval of Planning Committee Terms &amp; Conditions</b> – Cllr Hawkins proposed, Cllrs Williams seconded all members agreed. <b>Resolved:</b> Councillors adopted the policy.</p>
12	<p><b>Chalk Pit</b> – It was reported that the current tenant has left the site without giving notice. The Parish Council has now been left without the rental income and will become liable for the annual rates of £11500. TVBC have informed the Clerk that the tenant has informed them he has left the premises. The PC are entitled to six months rateable relief which had already started on notification from Ant Structures to TVBC. The PC does not consider Ant Structures has ended the lease as notice and no repairs have been carried out under the terms of the lease.</p> <p>The following actions have been agreed:</p> <ul style="list-style-type: none"> <li>• The Chairman will arrange to meet with the tenant who said he aims to leave all parties happy.</li> <li>• The Clerk will advise TVBC that a sub let was in place and that the Burdock Players are using for storage without PC consent as this was an arrangement with the tenant the business rates cannot be terminated until they have left the premises.</li> <li>• The Clerk will write to Straffords who were arranging the rental to advise them that the PC still considers the rental agreement ongoing until discussions and a formal agreement is in place to carry out repairs as per the tenancy of will. They will also be advised that they are responsible for the removal of the sub tenants' items in storage. (If not this could cost the PC £904 per month in rates if the storage continues as the building will not be classed as vacant) Straffords will also be requested to ask for a copy of the Insurance Certificate as Ant Structures have indicated this insurance is in place.</li> <li>• Cllr Eyre will investigate suggestions for future use from a professional source based in Stockbridge..</li> <li>• Cllr Hydes will investigate ownership and the deeds and whether the PC could potentially sell.</li> </ul>
13	<p><b>Trees and Open Space.</b></p> <p><b>13.1 Chalk Pit Trees</b> – Cllr Bennett will meet One Two Tree to obtain a quote to have some trees removed that are over hanging the chalk Pit area (having been the most competitive for other tree work) Cllrs approved £5000 for the work to be carried out. This includes the tree work at Bury Hill Close.</p> <p><b>13.2 Trees overhanging property at Valley Mead</b> – This work has been completed.</p> <p><b>13.3 Brookway Parking area.</b> - This work has been completed.</p> <p><b>13.4 Trees Village Green Red Rice Road Resolved:</b> This work is scheduled for 21<sup>st</sup> &amp; 22<sup>nd</sup> December.</p>

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14	<p><b>Footpaths Highways Pillhill Brook &amp; Bins</b></p> <p><b>14.1 HCC Plan Watery Lane</b> – Further traffic calming measures are awaiting implementation.</p> <p><b>14.2 Peter Symonds bus</b> – Cllr Hydes reported that 3 sets of trees need trimming back for the bus to access the village. Stagecoach have said once the trees have been trimmed back they will reconsider the route. Extra bus stops have been added to the route one by Leyton Way Salisbury Road and one at the end of Foundry Road.</p> <p><b>14.3 Footpath Valley Mead</b> A site visit was carried out and Councillors have decided not to reinstate this footpath from the original landscaping in the 1980's.</p> <p><b>13.4 Taskers Plinth</b> – The Clerk will seek quotes to repoint &amp; repair the brickwork.</p> <p><b>13.5 Vegetation Foundry Road</b> – Cllr Hydes has had a meeting with the contractor who is happy to be reminded of areas of vegetation need trimming back. The conservation group will undertake some tasks in this area.</p>
15	<p><b>Pavilion &amp; Sports Field</b></p> <p><b>15.1 Service Agreement</b> – No signed agreement has been received yet. The agreement was going to be circulated around the UCYFC Committee members . Cllr Hawkins will chase.</p> <p><b>15.2 Skip for rubbish-</b> Cllr Hawkins will investigate.</p>
16	<p><b>Correspondence received for discussion:</b></p> <ul style="list-style-type: none"> <li>Parishioner expressing concerns about trees at White Oak Way. Email from Parishioner about trees overhanging the back of his property at White Oak Way.- Cllr Bennett has viewed and the responsibility belongs with a private landowner not the Parish Council. The landowner will approach the landowner to discuss.</li> <li>Parishioner suggested allotments for Parish. This has been investigated but there is currently no land available. The Parish Council will continue to look for a suitable site.</li> </ul> <p>All other correspondence circulated.</p>
17	<b>External Committees and Events</b> – Nothing to report
18	<b>Parish Projects</b> – No updates.
22	<b>The next Parish Council meeting is to be held in the Village Hall on Wednesday 13<sup>th</sup> December 2023 at 7.30pm.</b>

Appendix A Borough Councillor Hasselmann and Floods Reports:

**1. Rural Central Test Valley Thriving Communities Workshop** A big thank you to everyone who attended the workshop. We were encouraged by the turnout from Anna ward and particularly pleased to see one representative from each parish. This meant that we were able to collate a comprehensive list of assets and resources and have a productive conversation about action planning. This workshop was the second of three events planned to engage communities in planning. Notes from this meeting will be published and circulated to anyone who was originally invited. If you know of anyone who has not received an invitation in the past, but should attend, please let your Councillors know.

**2. Unity transport survey** Unity are looking for residents' opinions on whether they would benefit from an 'On Demand Transport Service', using wheelchair accessible minibuses. They have launched a survey and are asking if councillors could share it with their ward and parish contacts. They would like responses by the 19 November. Click the button below to take the survey: Demand Responsive Transport Test Valley Survey (office.com) Unity is a non-profit incorporated UK charity part-funded by

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Test Valley Borough Council and Hampshire County Council, working with local organisations to support vulnerable members of the Test Valley Community

**3. New Parliamentary Constituency Boundaries** The Boundary Commission for England (BCE) is required by the Parliamentary Constituencies Act 1986 to review the parliamentary constituencies in England every 5 years. They concluded their 2023 Review of the constituencies in England, and submitted their final report and recommendations, earlier this year. The Government have drafted an Order containing the recommendations for the new boundaries. The final legislation for these boundaries is expected to come into force in late November or early December, and the new constituencies will then apply at the next UK Parliamentary General election following that date (for any by-election that may take place beforehand, existing constituencies will be used). For parishes in Anna ward the new constituency will be Romsey and Southampton North.

**4. Forthcoming changes to postal and proxy vote applications From 31 October 2023**, all new absent vote applications (except for emergency proxy applications) in England must contain a national insurance number (NINo), or a reason a NINo cannot be provided. This is because new rules have been brought in by the Elections Act 2022 which require individuals to have their identity verified against Department of Work and Pensions (DWP) data before they are granted an absent vote, similar to the process when they register to vote. Electors will be able to apply online from 31 October for their absent vote at either [www.gov.uk/apply-postal-vote](http://www.gov.uk/apply-postal-vote) or [www.gov.uk/apply-proxy-vote](http://www.gov.uk/apply-proxy-vote) and will be required to upload their signature as part of the application, along with their NINo, date of birth and any other required information. If someone is unable to provide a consistent signature due to disability or illness, they will be able to apply for a signature waiver.

**5. Annual Leaf Clearance** The council's programmed annual leaf clearance will start on Monday 30 October and will take around eight weeks to complete. TVBC targets areas that regularly accumulate a lot of leaves and will respond to ad-hoc requests to clear debris.

**6. Polling District and Polling Place Review** Test Valley Borough Council is undertaking a review of Polling Districts and Polling Places. The review will consider the suitability of existing polling stations and possible alternative options. As part of the review, the Council is consulting residents, elected councillors, political parties, parish councils, groups representing disabled people and other interested groups to seek their views. Anyone making comments on the suitability of existing or proposed polling stations are asked to suggest alternative stations, where possible. They are also asked to provide their reasons, in order to help with the review. The consultation period for the review formally commences on 13 October 2023 and concludes on 24 November 2023. The council would welcome any person or organisation with expertise in access for persons with any type of disability to make a representation or commenting on the proposals. Any feedback would help the local authority plan to make voting more accessible for all residents. Information about the existing schedule of polling districts and polling places can be inspected at the offices of Test Valley Borough Council during normal office hours 08:30am – 5pm Monday to Thursday and 08:30am – 4:30pm on Friday. Feedback should be emailed to [pdr@testvalley.gov.uk](mailto:pdr@testvalley.gov.uk) or sent in writing to: Head of Legal and Democratic Services, Test Valley Borough Council, Beech Hurst, Weyhill Road, Andover, Hants, SP10 3AJ. 7. Test Valley Lettings –

**Landlord Open Day Test Valley Lettings** is hosting a drop-in open day event for Landlords, where they can learn more about the service and the benefits of letting property through Test Valley Lettings. It is not necessary to have a property ready to let now to attend; this is just an event to find out more about the service and meet the team. Event details: • Crosfield Hall, Romsey, Thursday 16 November between 3pm-6pm • Guildhall, Andover, Thursday 30 November between 4pm-7pm Register for email updates and information <https://testvalley.gov.uk/tvlettingslandlord>

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**Appendix B County Councillor Drew's report:**

**Next steps towards an updated Hampshire Minerals and Waste Plan**

Hampshire's five minerals and waste planning authorities are entering the next stage in updating the Hampshire Minerals and Waste Plan - fulfilling their collective duty to ensure that the whole area can continue to provide a steady and adequate supply of minerals for building homes, schools, hospitals and roads, as well as provide sufficient waste resources and facilities

Over the next two months, an update of the Hampshire Minerals and Waste Plan (the 'Proposed Submission Plan') is set to be considered by each of the five authorities (Hampshire County Council, New Forest National Park Authority, Portsmouth City Council, Southampton City Council and South Downs National Park Authority) to determine whether each Authority agrees that further consultation can take place prior to the Plan being submitted to the Government's Planning Inspectorate for examination.

The Hampshire Minerals and Waste Plan is evidence-based and is in line with national planning policy. The local policies contained within the Plan guide the decisions that each of the five minerals and waste planning authorities make when determining planning applications for minerals extraction or waste infrastructure and operations.

<https://www.hants.gov.uk/News/20231101HantsMinWastePlanSubmission>

**Voice of Hampshire's youth take to national political stage**

Members of the Hampshire Youth Parliament are set to be the voice of Hampshire's young people on the national stage, after being appointed Chair of the Government's Youth Select Committee and the South-East Youth Parliament Debate Lead

Dmitrijs Meiksans, Hampshire MYP for the North West, has been elected as Debate Lead for the South East region at the UK Youth Parliament sitting at the House of Commons on Friday 17 November.

For the first time ever MYPs will debate a Bill in the House of Commons. Hampshire MYPs will help make history by leading one of the five debates on:

- Holiday hunger
- Quality of food
- Standardisation
- Financing/funding
- Additional pricing

They are currently holding elections for the next round of Youth MPs, with voting beginning on 30 October.

<https://www.hants.gov.uk/News/23102023hypnews>

**Meals on Wheels – helping you to stay well during the colder months**

To coincide with national Meals on Wheels Week, Hampshire County Council is reminding local residents that Meals on Wheels are available to anyone with a long-term health condition who may struggle to shop for or prepare food for themselves

Meals on Wheels are designed for anyone over the age of 18 living with a health condition who has difficulty shopping or cooking for themselves.

Hampshire County Council's Meals on Wheels are provided by Health and Independent Living Support (HILS) and currently cost £8.50 for a two-course hot meal (a third course is £1.50 extra), with afternoon tea costing £3.95.

National Meals on Wheels Week is organised by the National Association of Care Caterers to celebrate the service and the vital role it plays in supporting older and vulnerable people living in local communities across the country.

<https://www.hants.gov.uk/News/20231030mealswheels>

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**Hampshire's community pantry network grows as more help announced with cost-of-living challenges**

More residents of Eastleigh and Test Valley will soon be able to join the thousands of Hampshire people who use community pantries to stretch their grocery budget each week, with the announcement of a county-wide package of support totalling more than £424,000

Pilands Wood Community Association in Bursledon, and Test Valley charity Unity have received start-up funding from Hampshire County Council's Household Support Fund (HSF) to open community pantries in their areas. The Pilands Wood pantry will operate from the local community centre, while Unity will provide a travelling pantry serving the Stockbridge, West Wellow and King's Somborne areas.

<https://www.hants.gov.uk/News/20231011pantries>

**County Council to consult on proposed changes to School and Post-16 Transport**

Proposed changes to Hampshire County Council's School and Post-16 Transport Policies will be the subject of two public consultations set to run from Monday 30 October until Wednesday 6 December

As required by the Department for Education (DfE), there are two policies in place for the County Council's school transport provision for children and young people: one for children of compulsory school age, and a Post-16 Policy for young people with special educational needs and disabilities (SEND) travelling to further education or training.

The first of the two consultations will seek feedback on a proposal to increase the parental financial contribution to the Post-16 Transport service, annually from September 2024, in line with inflation. As with most Local Authorities, the Post-16 Transport service is discretionary and requires a partial parental contribution, with the majority of the overall costs funded by the County Council. The proposed annual increase comes following ongoing exceptional challenges in the transport market nationally which have seen the County Council's transport costs rise significantly above inflation, from £34 million in the 2021/22 financial year to over £50 million in 2022/23.

<https://www.hants.gov.uk/News/20231019transportconsultations>