

UPPER CLATFORD PARISH COUNCIL

MINUTES FROM THE MEETING HELD ON WEDNESDAY 12TH APRIL 2017

AT 7.40PM IN THE KING EDWARD VII MEMORIAL HALL

THESE MINUTES REMAIN A DRAFT UNTIL AGREED AS A CORRECT RECORD AT THE NEXT MEETING TO BE HELD ON WEDNESDAY 10th MAY 2017

Present:	Parish Cllrs S Kennedy (Chairman), S Butler (Vice Chairman), P Heslop, Mrs C Williams, A Wilson, TVBC Cllr G Stallard, HCC Cllr A Gibson (from item 5) Minutes – C Emmett, Parish Clerk
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1	Apologies for absence TVBC Cllr M Flood , Cllr A Newell, and CSO D Trowbridge.	
2	To receive and accept declarations of interest Cllr S Kennedy declared an interest in the planning item 7.1.c for 5 Red Rice Rd being a neighbour.	
3	Public Participation Nil	
4	PCSO Crime Update Nil	
5	To approve the minutes from the meeting held on 8th March 2017 Councillors agreed that the minutes were a correct record of proceedings. Cllr S Kennedy signed and dated the minutes to confirm this resolution.	
6	<p>To receive the Clerk’s progress report since the meeting held on 8th March 2017</p> <ul style="list-style-type: none"> a. Item 6.1b. Cllr Stallard suggested the need for clarity during circulation of amended planning schemes be discussed with the Planning Officer, Mr Jordan, during his attendance at the meeting in June. Complete b. Item 6.2. Senior Planners have agreed to attend the meetings May (Graham Smith - Planning Policy Manager to advise re VDS redesign, Parish Plans and Neighbourhood Plans) and June (Paul Jackson - Head of the Planning & Building service to advise re application documentation for amended schemes e.g. 17/00140 and listed buildings that fall into disrepair/powers). Complete c. Item 6.2. Addendum suggestions have been consolidated and sent to the Chairman. Complete d. Item 8. Clerk to request copy of bridge survey report. Requested from HCC (AG) on 20 Mar and raised with Hants roads who have now given the enquiry Reference No: 18000341. Complete e. Item 10.1b. Look into barriers for AVPF. Discussed with TVBC re grounds maintenance contractors access. List of companies obtained. Ongoing f. Item 10.2 Task Wicksteed to repair roundabout. Complete. g. Item 10.3b. BBPF rough ground clearance. Confirm proposed start date from Landyman. 3 Apr 17. Complete h. Item 10.4a. Cllr Butler to draw up Ts&Cs for use of sports field and pavilion by Andover Royals. No action reported i. Item 11. Cllr Williams to obtain priority schedule for tree works from surveyor. No response to request. Agreed to copy it to Clerk for follow-up action. Ongoing j. Item 12.1a. Report faded white lines on roads to HCC. Input onto Hantsweb database. Complete k. Item 12.1b. Report fallen tree on cycleway to TVBC. Checked path 21 Mar. It was then clear. Complete l. Item 12.2. Report street light needing repair to Aster’s. Street light working on Mon 20 Mar. Complete m. Item 17. Circulate Orders/Instructions that need review by Cllrs. 21 Mar Complete 	Cik
7	<p>Planning. <i>Applications and responses be seen in full on the TVBC Planning portal.</i></p> <p>1. Planning sub-committee to report on the following applications:</p> <ul style="list-style-type: none"> a. 17/00515/TPON 26 Brook Way. Remove: re-growth in lower half of crown; deadwood crown etc in Oak. No Objection. b. 17/00639/FULLN PARK HOUSE (formerly Horse Meadow). Revisions incl walled garden and greenhouse, mods and extn to workshop with linked garage following demolition of existing; construction of stables and equestrian use of land; 	

	<p>permanent use of access track following closure of existing at Red Rice. Comment submitted regarding access road and equestrian traffic control. (See TVBC planning portal)</p> <p>c. 17/00772/FULLN 5 Red Rice Rd 2 storey extn with basement below to front of property and 1st floor extn above existing footprint. (amended scheme). No Objection. (Cllr Kennedy had declared an interest in this item and was not involved).</p> <p>d. 17/00759/FULLN Redbridge Cottage Watery Lane. Single storey front extn.– No Objection</p> <p>e. 17/00788/VARN. Permit use of Andover Lawn Tennis Club, Era Park, for badminton and table tennis- No Objection but comments submitted regarding temporary nature of variation.</p> <p>2. Village Design Statement Review As Graham Smith – TVBC Planning Policy Manager will be at the 10th May meeting to advise re VDS redesign, Parish Plans and Neighbourhood Plans etc, discussion of this item was deferred until then.</p>	
8	<p>Borough Councillor’s Report. Cllr Stallard discussed:</p> <ol style="list-style-type: none"> 1. Leisure Centre. A planning application for the temporary pool will go before committee on 27 Apr 17. 2. Andover Business Park. Goodmans have submitted 2 further applications which may interest the parish. They can be found on the TVBC planning portal by searching on Goodmans. 3. HALC Villages Competition. Cllr Stallard had circulated details to Cllrs 4. Leader of TVBC Council. Cllr I Carr would be standing down on 10 May. Cllr P North will replace him as head of the majority group and may subsequently get elected as Leader.. 	
9	<p>County Councillor’s Report Cllr Gibson reported:</p> <ol style="list-style-type: none"> 1. Incidents in Goodworth Clatford earlier in the day 2. Highways main contractor Amey seven-year deal with the council comes to an end in August. This may see a rise in activity as tasks are completed before then. Skanska will be the new Highways contractor. There will be a new approach to dealing with pot holes etc as stretches of road will be repaired using new equipment recently bought by the Council rather than spot repairs. It is believed this will be more effective and economic. 3. Libraries. Cllr Gibson stressed that Hampshire has no intention of closing libraries and sees them as community hubs 4. Church Lane and Bridge Survey. HCC Cllr Gibson has asked the Hd of Highways for more details regarding the gritter truck and survey. He suggested a possible joint site visit between Highways and the Parish Council. Ongoing 5. Lengthsman Scheme. It has been confirmed that this scheme will continue for a further 2 years and Cllr Gibson was hopeful that Upper Clatford could join the group coordinated by Stockbridge. He undertook to broker an arrangement. <p>The Chairman thanked both Cllr Stallard and Cllr Gibson who left the meeting at this point.</p>	
10	<p>Finance:</p> <ol style="list-style-type: none"> 1. To receive and approve the financial statement for the period 1st March 2017 – 31st March 2017. The Chairman signed and dated the statement to confirm acceptance. 2. To approve payments to be made. <ul style="list-style-type: none"> £210.00 Web Works 2 (Hosting & half year fee) £35.51 SSE (Pavilion electricity) £317.38 TVBC (Dog bins 2016/17) £415.00 HALC (Affiliation fees HALC & NALC) £12.00 S Butler (Key cutting for Andover Royals) £35.00 C Emmett (Office Expenses) £85.00 HMRC (PAYE) £338.00 C Emmett (Salary) £2.00 HMRC (Underpaid PAYE) £951.46 Hampshire County Council (Street Lighting) 	

	£336.00 Wicksteed Leisure Ltd (Roundabout repair)	
11	Council Instructions and Risk Analysis Cllrs approved the proposed amendments to the Finance Instruction to bring it into line with the NALC 2016 model instruction. The Clerk is to finalise this prior to the next meeting. No comments were raised on the Standing Orders or Risk analyses. The Clerk has produced a specific RA for playing fields in addition to the RoSPA Inspection reports for Council's consideration.	
12	<p>Playing Fields</p> <p>1. To report the weekly Monitoring of Play Park Equipment Cllr Wilson reported that he had inspected on 31 Mar 17 and, apart from the need for grass cutting (now done), there were no points to raise. The Clerk asked the Council if it wished to have a RoSPA safety Inspection again this May at £66.50+VAT per site. All agreed and asked for it to be arranged.</p> <p>2. Anna Valley Playing Field The Clerk reported that the roundabout bearing had been replaced by Wicksteed on 31 Mar 17 and the spare parts previously obtained had been returned for a credit to the account.</p> <p>3. Balksbury Bridge Playing Field</p> <p>a. TVBC have removed some of the green waste but the remaining pile is now compacted earth/compost that will need lifting or spreading. A digger has been recommended by Landyman. Clerk to obtain a quote from him.</p> <p>b. On 3 Apr Landyman removed growing weeds and stated he would be treating residual roots on 10 Apr. Task started 3 Apr. Weed killing next week</p> <p>c. Willows and Swing. Action has not yet been taken. Clerk to contact contractor.</p> <p>d. May Fayre. The May Fayre is booked for 1 May 17. The Clerk is to request TVBC to cut the grass late in the week preceding that.</p> <p>4. Sports Field</p> <p>a. Soccer. Cllr Butler stated that he had not yet received dates from the Andover Royals yet.</p> <p>b. Cricket. Cllr Butler advised Tony Hall has arranged the games and the dates are as follows: May 28 Collingbourne CC; June 18 Lacock CC; July 2 Epsom Methodists CC; Aug 13 Andover Select; TBA Amesbury CC (Confirmed but date to be decided). Mr Hall also wants some keys which Cllr Butler will provide. He would contact Mr Baker (Greensleaves) about the dates.</p>	<p>Clk</p> <p>Clk</p> <p>Clk</p>
13	<p>Trees and Open Space</p> <p>a. Tree Survey priority cutting list. Cllr Williams reported that she had contacted the tree surveyor about a priority cutting list but had not heard back. She agreed to copy her request to the Clerk for a follow-up request.</p> <p>b. Tree cutting quotes for The Green had been requested by Cllr Williams from D Dredge for the all works listed on the survey schedule and for each individual trees She has not heard back. The Clerk is to obtain two other quotes for same</p> <p>c. Cllr Williams outlined a complaint about sycamore shoots she had received from a resident in Taskers Drive which she had dealt with. While looking into it she had noted green waste (grass cuttings) dumped against the outside of the fence of 8 Taskers Drive which had not come from that property. Residents are urged to dispose of waste properly and not dump it which is fly-tipping. She suggested that the Cllrs gather to inspect the parish lands during a summer evening. Agreed.</p> <p>d. Grounds Maintenance. The Clerk stated that TVBC had quoted a rise in costs of 1% for 2017/18 and asked the Council if they were happy to accept it. All agreed.</p> <p>e. The Clerk reported that on 30 Mar TPO 1117 (Trees S Era Park) was received. This arose due to a report of significant tree clearance earlier in that week. This land is in the 'strategic gap'</p>	<p>CW Clk</p> <p>Clk</p> <p>Cllrs</p> <p>Clk</p>
14	<p>Footpaths and Highways.</p> <p>1. Cllrs to report any highways or footpath issues</p> <p>a. Road Safety. TVBC report that owing to inability to deliver within the last financial year it was not possible for TVBC to order the new SLR sign to use in Upper Clatford but has arranged for a radar to be placed instead once the school holidays are over. The parish will be advised of the findings in due course. Lining works in Foundry Road are being dealt with.</p>	

	<p>b. Cllr Wilson reported on a complaint he had received about lack of white lines and verges on the stretch between Upper and Goodworth Clatford and the blind spot created by the hedge at the village end of Watery Lane. It was agreed that Cllr Wilson would respond and the Clerk was to request the hedge be cut back flush with the brick wall to improve sight lines and road safety.</p> <p>2. Cllr Newell to report any street lighting issues Nil</p>	<p>AW</p> <p>Cik</p>
15	<p>External Committees and Events</p> <p>1. Cllr S Butler report on changes to the website. Nil.</p> <p>2. Cllr Mrs Kennedy to report of upcoming events at the Village Hall Mrs Kennedy had not attended the last Village Hall meeting but was aware that painting of the outside of the hall was planned and a 'Jazz Night' was scheduled for 10 June 17. Cllr Butler reported that some of the 'staples' in the car park were lifting. Cllr Heslop agreed to look at it.</p> <p>3. Cllrs to Report on other meetings. Cllr Butler and the Clerk had attended Footpaths Workshop on 9 March. Cllr Butler produced a copy of the 'responsibilities' list from that meeting. Cllrs all requested a copy from the Clerk</p>	<p>Agreed</p> <p>PH</p> <p>Cik</p>
16	<p>Correspondence and E-mail. The Clerk listed the correspondence received and not previously covered in the minutes.</p> <p>a. 20 Mar. Adopted TVBC Local Plan 2011 – 2029 (Jan 17) received. Modifies COM 7 (Affordable Housing)</p> <p>b. 22 Mar. Advice from P Claydon re tarmac on common land/track.</p> <p>c. 24 Mar. TVBC Conservation Officer response (via Cllr Flood) on Old Post Office. The roof is being completely rethatched. The thatch had become particularly decayed on the north side, especially at the end close to the road. However, almost unbelievably, it hasn't been leaking.</p> <p>d. 30 Mar. BDO letter dated 21 Mar re audit arrangements.</p> <p>e. 3 Apr. CPRE AGM notice - 6 May 17 at 11 pm Littleton Millenium Village Hall SO22 6QL. Test Valley District Group AGM 3 May 17 at 6.30 pm in Stockbridge Town Hall (Talk on Fracking and the Countryside – Facts & Impacts)</p> <p>f. 3 Apr. P Clayden Newsletter which has been sent to Cllrs.</p>	
17	<p>Income Generation The Clerk reported on the advertising take-up and asked if unfunded items be taken down. Agreed</p>	<p>Cik</p>
18	<p>Confidential Item</p> <p>The public and the press were temporarily excluded using the authority of the Public Bodies (Admission to Meetings) Act 1960.</p>	
19	<p>Councillors to request any items to be included within the agenda for the Meeting to be held Wednesday 10th May 2017</p> <p>The Chairman reminded all that the next meeting was the AGM where the role of Chairman and Deputy were to be decided and responsibilities allocated as well as other governance matters.</p>	

Meeting Closed at 1005 pm