

MINUTES FROM THE MEETING HELD ON WEDNESDAY 12TH SEPTEMBER 2018
AT 7.30 PM IN THE KING EDWARD VII MEMORIAL HALL

Corrected

Present:	Parish Cllrs P Heslop (Chairman), S Kennedy, C Eyre, A Lockhart, C Williams, N Shah, HCC Cllr A Gibson and TVBC Cllr G Stallard Minutes – C Emmett, Parish Clerk
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1	Apologies for Absence TVBC Cllr M Flood, Cllr D Coole, Cllr A Wilson, A Newell	
2	To receive and accept declarations of interest Nil.	
3	Planning Enforcement Briefing Mr P Jackson and D Hobson from TVBC kindly attended and briefed on Planning Enforcement. The task is reactive to alleged breaches and TVBC will respond with the name of the officer allocated who will report back to the claimant. The enforcement process is led by government direction to negotiate on problems and officers cannot punish offenders or require the submission of Planning applications. They can issue Enforcement Notices through the Magistrates Court and Stop Notices. The latter can be taken to appeal and if found unjustified can lead to claims for compensation. Breaches that go undetected for 4 or 10 years (depending on the type) cease to be considered breaches of planning control. Cllrs asked a few questions and the Chairman then thanked the officers who then left.	
4	Public Participation Nil.	
9	Borough Councillor to provide a monthly report. This item was taken out of sequence as Mr Gary Towerton, TVBC's Manager for waste and recycling, was attending with Cllr Stallard, to address points of concern raised by Cllrs during the month. Cllr Stallard stated that the Government would be having a recycling consultation this autumn which was an opportunity for individuals to make any points and perhaps press to reduce excessive packaging. He made points about the lack of need for recycled thin plastics which is now burnt or exported and the need for government to incentivise or fund standardised waste collection policy, reduction in use of landfill etc. Hampshire puts 6% of its waste to landfill and 38% is recycled. Mr Towerton then addressed the concerns Cllrs had made about stickers on bins suggesting many items needed taking to the tip. He pointed out that while there were only 5 materials allowed in the brown bin the remainder could be taken to local recycling centres (e.g. at the garden centre) most could also be put into the black bin which is burnt and energy recovered. He left a variety of stickers which were left available to all in the Village Hall. He recommended the TVBC website on recycling.	
10	County Councillor to provide a monthly report This item was also taken early. Cllr Gibson reported that there will be a full HCC meeting at which there will be uncomfortable budget discussions and proposals because £70m of the required reductions have yet to be found. There are few areas which can be considered due to ring fencing of areas such as care. Cllrs Gibson, Stallard and Mr Towerton were thanked by the Chairman and left at this time.	
5	To approve the minutes from the meeting held on 8th August 2018 The minutes were accepted and signed by the Chairman.	
6	To receive the Clerk's progress report since the meeting held on 8th August 2018 7.2 Issues and Options Consultation. Cllrs to submit comments. Complete 7.2 Issues and Options Consultation. Clk to summarise and draft input. Complete 7.2 Issues and Options Consultation. CCE to put Newsflash on website. Complete 12.1.a. AVPP Mat fixing. Clk to liaise with TVBC. Complete (see item 12). 12.1.b. Playpark Annual Safety Inspections. Clk to examine alternatives to Playsafety. Email TVBC 16/8. Reply Pending (see item 12) 12.2.a. AVPP Bin. Clk to arrange emptying contract. Email TVBC 16/8. Reply pending (see item 12) 12.3. Wind Damaged willows in BBPF. Clk to arrange removal by Rhys Dobbs. Instructed on 10 Aug. Complete (Work early Sep) 12.4.a. Height Restricting Barrier. Cllr Coole to examine feasibility of high bar only combining with existing gate. Complete (see item 12) 12.4.a. Height Restricting Barrier. Clk to submit s106 bid. Pending a decision on supplier. Pending 12.4.b. Cricket Pitches. Cllr Eyre to liaise with Farleigh School. Complete 12.4.b. Cricket Pitches. Cllr Kennedy to check conveyance terms. Complete (conveyance held by Clk in package withdrawn from Hants Archive by AL for other work)	

	<p>12.4.c. Sunday League Soccer. Cllr Coole to coord meeting between AMF Utd and UCYFC. (Pending feedback from AMF Utd)</p> <p>12.4.c. Pavilion Showers. Clk to re-tender for shower flooring. Complete</p> <p>12.4.c. Pavilion Showers. Clk to re-institute legionella monitoring contract. Complete</p> <p>13.1.a. Ash Tree in AVPP. Clk to task Rhys Dobbs. Instructed on 10 Aug. Complete (Work early Sep)</p> <p>13.2.a. Land Registration. Clk to instruct PB re Chalk Pit. Email 15/8. Complete (certified copy of enclosure document provided)</p> <p>13.2.b. Steven Hopkins Plaque. Cllr Kennedy to prepare a proposal for next meeting. Pending a meeting with Village Hall Ctee</p> <p>15.1. Website. Cllrs to review new website acceptability. Complete (see item 15)</p> <p>15.1. Website Privacy Statement. Cllrs to review HF and NALC Privacy statements. Complete</p> <p>15.1. Website Privacy Statement. Clk to make agenda item for next meeting. Complete</p> <p>15.2. Village Hall Light Switch. Cllr Kennedy to discuss concerns with VH Ctee. Pending.</p>	<p>SK</p> <p>SK</p>
7	<p>Planning</p> <p>1. Planning Committee to report on the following applications:</p> <ol style="list-style-type: none"> 18/02078/TPON – 185 Bury Hill Close – No objection submitted. Approved by TVBC 18/01987/FULLN – Belmont Cottage, U Clatford. Extension No objection submitted 17 Aug 18/02031/LBWN & 18/02030/FULLN – The Old Rectory, U Clatford. Extension and internal alterations. P Ctee has no objection to the original submission dated 9 Aug however the title changed on 28 Aug and is on circulation. No objection confirmed. 18/02125/VARN - Vary condition 2 of 16/01098/FULLN to substitute plans to provide modern and efficient lighting. No objection in on 3 Sep 18. 18/02066/FULLN – Poplar Vale, Anna Valley. Demolition of Barn and erection of dwelling and double garage. On circulation to Clk for 16 Sep (due 20 Sep). Amendment on circulation 10 Sep of title '2' x double garage to Clk by 18 Sep for closure 21 Sep 18/02255/FULLN Park House Red Rice, retrospective revisions and cricket practice area. Due to Clk by 19 Sep for closure 24 Sep 18/02325/CLPN – 5 Taskers Drive. Certificate of proposed lawful development. To Clk for 19 Sep for closure by 25 Sep 18/02256/FULLN – Park House Red Rice Retrospective revisions for housekeepers accn, openings in building, timber hut and bin collection point. Cllrs expressed concern at the number of retrospective applications and suggested asking for a visit to the site. Clerk to write. 18/02376/TREEN – Rawlinson Cottage. Fell 1 x Sycamore and 2 x Ash. To Clk 24 Sep for 29 Sep closure <p>2. Issues and Options consultation for the next Local Plan Cllrs approved the draft prepared by the Clerk which is to be submitted before 1630 on Fri 14 Sep 18</p>	<p>Clk</p> <p>Clk</p>
8	<p>Neighbourhood Development Plan Steering Group Report</p> <p>1. Actions to date:</p> <ol style="list-style-type: none"> Progress on Questionnaires. The all up count of returns to date is 475 (38%). SG is aiming for 50+ by 30 Sep but is prepared to allow 1 further week. Of the Facebook NDP members, 41 people were identified who had not yet submitted their survey and were therefore to be sent a reminder message.(Reminders now sent). Hastening action is ongoing and incentivisation banners are up. A business specific questionnaire is being developed. Drafting of evidence documents has started and changes will be made to the banners. <p>2. Expenditure and Budget. Cllr Eyre proposed authority to commit an additional (to the £750 authorised at the Aug 18 meeting) £250 due to unanticipated banner costs. Seconded by Cllr Lockhart. Agreed.</p>	
11	<p>Finance:</p> <p>1. To receive and approve the financial statement for 1st August 2018 – 31st August 2018 Statements for the month were approved by Council and signed by the Chairman.</p>	

	<p>2. Detail payments made by card</p> <table border="0"> <tr> <td>15 Aug</td> <td>British Gas (Pavilion)</td> <td>£32.93</td> </tr> <tr> <td>26 Aug</td> <td>Survey Monkey</td> <td>£35.00</td> </tr> </table> <p>3. Approve payments to be made.</p> <table border="0"> <thead> <tr> <th>Chq No.</th> <th>Payee</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>2033</td> <td>A Newell (NDP printing & labels)</td> <td>£37.51</td> </tr> <tr> <td>2034</td> <td>Came & Company (Insurance)</td> <td>£1,030.59</td> </tr> <tr> <td>2035</td> <td>HCC (Street lights Oct 17 - Mar18)</td> <td>£975.47</td> </tr> <tr> <td>2036</td> <td>C Emmett (Salary)</td> <td>£ 346.70</td> </tr> <tr> <td>2037</td> <td>HMRC (PAYE)</td> <td>£86.80</td> </tr> <tr> <td>2038</td> <td>C Emmett (Expenses)</td> <td>£10.00</td> </tr> <tr> <td>2039</td> <td>C C Eyre</td> <td>£169.20</td> </tr> <tr> <td>2040</td> <td>PKF Littlejohn (External Auditor)</td> <td>£240.00</td> </tr> <tr> <td><i>Card</i></td> <td><i>Survey Monkey (26 Sep – NDP)</i></td> <td><i>£35.00</i></td> </tr> </tbody> </table> <p>4. Conclusion of Audit FY 2017/18 – Part 3 signed by Auditor 15 Aug 18 There were no observations. On public display with conclusion notice from 22 Aug 18.</p>	15 Aug	British Gas (Pavilion)	£32.93	26 Aug	Survey Monkey	£35.00	Chq No.	Payee	Amount	2033	A Newell (NDP printing & labels)	£37.51	2034	Came & Company (Insurance)	£1,030.59	2035	HCC (Street lights Oct 17 - Mar18)	£975.47	2036	C Emmett (Salary)	£ 346.70	2037	HMRC (PAYE)	£86.80	2038	C Emmett (Expenses)	£10.00	2039	C C Eyre	£169.20	2040	PKF Littlejohn (External Auditor)	£240.00	<i>Card</i>	<i>Survey Monkey (26 Sep – NDP)</i>	<i>£35.00</i>	
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12	<p>Playing Fields</p> <p>1. To report the Monthly Monitoring of Play Park Equipment.</p> <p>a. Cllr Shah reported that a new rope swing had been erected in the willow overhanging the stream in BBPF. This is not acceptable to our insurers and, as in previous years, regrettably must be removed. Cllr Williams reported that the graffiti in ANPF had been removed but that the mat was still lifting. The Clerk asked her to show him the problem so it can be discussed further with TVBC for action</p> <p>2. Anna Valley Playing Field.</p> <p>a. The play area bin appears to have added to the TVBC list for collection although no reply has been received to the requesting email.</p> <p>b. The ash tree was due felling in early Sep by Rhys Dobbs. Hasten</p> <p>3. Balksbury Bridge Playing Field. Wind damaged willows work awaited.</p> <p>4. Sports Field – Cllr Coole was unable to attend the meeting and had briefed the Clerk:</p> <p>a. Height Restriction Barrier. Cllr Coole has arranged to see both quoting contractors on site in the next two weeks. Cllr Heslop would also attend if available.</p> <p>b. Pitch Widening. TVBC have completed work to re-locate the goals and mark the pitch to allow adult football.</p> <p>c. Adult football. AMF Utd have not re-established contact with Cllr Coole who recommends that contracting for water testing and shower flooring should be held pending.</p> <p>i. Shower Quotes – A quote has been received from one of the three tilers. Further quotes are expected.</p> <p>ii. Water Testing (Legionella) – The scope of worked quoted for may need reducing to essentials.</p> <p>d. Referees Rm. UCYFC have been given access to the Referees room and will share the other side room with the PC for storage purposes.</p> <p>e. Pavilion's external window cills and woodwork need re-painting, the double-door threshold securing and the plywood on the boarded windows is failing. DC is liaising with Facilities & Investments manager Hants FA</p> <p>f. Cricket Wicket. Cllr Eyre reported that he had had a positive response from Farleigh School for limited use by arrangement. Cllr Eyre would liaise directly with T Hall re any such fixture. The school had also offered guidance on maintaining or recovering the wicket.</p> <p>g. Hedge Trimming. J Moodie has not been available to do the task. It will now be done by TVBC as agreed between the Clerk and Chairman. They have also been asked to look at removing the branches overhanging the rear of the pavilion.</p>	<p>PH Clk</p> <p>CW Clk</p> <p>Clk</p> <p>DC</p> <p>DC</p> <p>CE</p>																																				
13	<p>Trees and Open Space</p> <p>1. Trees</p> <p>a. Tree Work in AVPP and BBPF. The Clerk is to hasten action by the contractor</p> <p>2. Open Spaces</p> <p>a. Parker Bullen have been asked to complete the LR work on Chalk Pit and been given the Hants Archive certified copy of the 1786 document.</p> <p>b. Commemorative Plaque to Steven Hopkins, born Upper Clatford in 1581. Cllr Kennedy stated her preference was to site a plaque at the Village Hall but had yet to discuss it with that Committee.</p> <p>c. Waste in the Old Chalk Pit Lane. Following letters from the Parish Council waste</p>	<p>SK</p>																																				

	<p>left at the side of the lane has been removed and soil spread on the verge.</p> <p>d. Illegal Green waste dumping Brook Way. Illegal dumping is happening again. It should be noted by the offender that the TVBC enforcement team have recently been successful in prosecuting fly tippers.</p>	
14	<p>Footpaths and Highways</p> <p>1. Cllrs to report any footpath issues. The Clerk reported that he had recently been informed by HCC that footpaths 3 and 5 had been cut on 13 Jul. Cllr Eyre requested they be asked when Path 2 will be done as it has not been cut apart from when he did it.</p> <p>2. Road Safety. Nil.</p> <p>3. Cllr Newell to report any street lighting issues. Cllr Newell was not in attendance and no issues were raised.</p>	
15	<p>External Committees and Events</p> <p>1 Report on changes to the website.</p> <p>a. Cllrs confirmed they were content with the new site and that Web Works 2 site could be closed. The Domain Name upperclatfordpc.org is not due for renewal until 15th February 2020 and should continue to be held until then with a redirect to the new Domain Name so that the new website is displayed instead. This .org domain name will be set to expire at the end of the (pre-paid) subscription period. Clerk to notify Web Works 2. Cllr Eyre stated that various additional community group pages had been set up.</p> <p>b. Cllrs have been advised of new @upperclatford.com email addresses and were asked to set them up on their devices and to migrate their mail in due course.</p> <p>2 Cllr Mrs Kennedy to report of upcoming events at the Village Hall. No meeting had been held but details of the winter programme are on the Village Hall website.</p> <p>3 Cllrs to Report on other meetings. Cllr Kennedy reported that there will be special displays for Remembrance in the parish church this year.</p>	<p>Cllr</p> <p>Cllr</p>
16	<p>Correspondence and E mail</p> <p>1. 13 Aug. HALC. Councillor Commission Round Table Event - 5th September - 13.00-15.00 - Eastleigh SO50 9FD. Sent to Cllrs</p> <p>2. 13 Aug. WebWorks2. About Hosting subscription + Monthly website report renewal. Replied copy to CCE</p> <p>3. 15 Aug. TVBC. Upper Clatford Neighbourhood Plan Area Designation – confirmation letter and map</p> <p>4. 15 Aug. TVBC report graffiti in AVPP and offer cleaning service – authorised by Chair.</p> <p>5. 16 Aug. Came & Co Ltd. Insurance renewal. Copied to Cllrs</p> <p>6. 16 Aug. PFK Littlejohn LLP. Conclusion of Audit & Invoice</p> <p>7. 16 Aug. HALC. Save the Date notice CPRE Rural Affordable Housing Conference - 6th November 2018 – Winchester.</p> <p>8. 14 Aug. British Gas letter re price rises. Estimated annual increase £0.25</p> <p>9. 20 Aug. HALC. Funding opportunities.</p> <p>10. 21 Aug. TVBC. The Mayor's Charity Golf Day being held at Hampshire Golf Club on Friday 5th October 2018. Entries by 21 Sep £50 per head. Copied to CE</p> <p>11. 21 Aug. Jellyweb. Request changes to Hugo Fox site set-up to allow emails. Contacted HF.</p> <p>12. 22 Aug. Follow-up e-mail from parishioner re Old Chalk Pit Lane. Investigated by AW and response given 24 Aug.</p> <p>13. 24 Aug. Hants Archive. File125M94/T11 was requested by SK but is currently held by Clerk who was requested to liaise. Complete.</p> <p>14. 26 Aug. UCYFC. Request use of Refs room and access to water from 1 Sep.</p> <p>15. 27 Aug. TH. Request for access to Pavilion for cricket kit. Copied to DC. Meeting Wed 29 Aug.</p> <p>16. 27 Aug. MBC Kitchens Ltd. Quote for pavilion showers –</p> <p>17. 28 Aug. SWMS. Quote for annual water testing in pavilion</p> <p>18. 29 Aug. Test Valley Association of Parish and Town Councils - Agenda for Thursday 27 September 2018</p> <p>19. 2 Sep. Parishioners letters re NDP survey – forwarded to PH & CCE</p> <p>20. 3 Sep. J Moodie re hedge cutting – not available</p> <p>21. 5 Sep. HCC Lighting Invoice mailing address (to old address hence missed in Apr). Now corrected</p> <p>22. 5 Sep. TVBC. Hedge cutting quote -</p> <p>23. 5 Sep. Cllr Coole re Victoria Cottage. To be copied to Clerk GC PC</p>	

	24. 5 Sep. Cllr Coole re tree near 15 Above Town.	
17	Procedures – Privacy Notices It was proposed that the PC adopt the standard NALC templated General and ‘Staff’ Privacy Notices. Cllr Eyre highlighted sentences broken by formatting bullets. The Council agreed to adopt the 2 corrected notices. It was also agreed that the HF web privacy notice would also be adopted for the new website	
18	Annual Bonfire The need to manage and sponsor the annual bonfire on The Green was discussed. It was agreed that as it was tradition and would inevitably happen it was better that it be managed. Providing Cllrs Newell and Cllr Coole were again prepared to manage/steward (clerk to confirm) the event it was to be on Mon 5 Nov. There are to be no fireworks, a First aider and safe room are to be available. The landlord of the Crook & Shears is to be invited to provide refreshments. The Clerk is to produce the Risk Assessment and notify Insurers and emergency services.	
19	Councillors to request any items to be included within the agenda for the Meeting to be held Wednesday 10th October 2018	

Meeting Closed at 10:02 pm