UPPER CLATFORD PARISH COUNCIL

MINUTES FROM THE ANNUAL GENERAL MEETING HELD ON WEDNESDAY 10^{TH} MAY 2017

AT 7.30PM IN THE KING EDWARD VII MEMORIAL HALL

THESE MINUTES WERE AMENDED AND AGREED AS A CORRECT RECORD AT THE NEXT MEETING ON WEDNESDAY 14th JUNE 2017

The meeting was preceded by a discussion with Mr Graham Smith, TVBC Planning Policy Manager, on Community Plans (VDS, Parish Plan, Neighbourhood Development Plan and Local Plan)

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Present:	Parish Cllrs P Heslop (Chairman), S Butler (Vice Chairman), S Kennedy, Mrs C
	Williams, A Newell, A Wilson (to item 15), TVBC Cllr M Flood
	Minutes – C Emmett, Parish Clerk

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	ologies for absence Apologies had been received from TVBC Cllr G Stallard	
	d HCC Cllr A Gibson.	
	receive and accept Declarations of Interest Nil	
	ouncillors to propose Sub-Committees members The following responsibility	
we	re discussed and agreed:	
•	Finance - Cllrs P Heslop, S Butler, S Kennedy, A Newell	
•	Footpaths & Highways - Cllr A Wilson	
•	Planning - Cllrs P Heslop, A Newell, C Williams, A Wilson, S Kennedy	
•	Sports Field & Pavilion – Cllr S Butler	
•	Street Lighting – Cllr A Newell	
•	Trees - Cllr C Williams	
•	Village Hall Representative – Cllr S Kennedy	
	blic Participation Nil	
7 To	approve the minutes from the meeting held on 12 th April 2017 Cllrs agreed	
	at the minutes were a correct record of proceedings. Cllr P Heslop signed and	
	ted the minutes to confirm this resolution.	
	receive the Clerk's progress report since the meeting held on 12th April	
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	a. Item 12.1 Playing Fields. Arrange RoSPA safety inspection. Arranged for	
	May 17. Complete	
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	Complete	
	Completeh. Item 14.1b. Cllr A Wilson to respond to parishioner re roads marking,	
	 Complete h. Item 14.1b. Cllr A Wilson to respond to parishioner re roads marking, verges. Complete 	
	Complete h. Item 14.1b. Cllr A Wilson to respond to parishioner re roads marking, verges. Complete	
	 b. Item 12.3a. BBPF. Quote requested from LandyMan to use digger to move earth. Reply awaited. Ongoing c. Item 12.3d. 18 Apr Grass cut requested before May Fayre. Complete d. Item 13a Tree survey priority cutting list follow-up. Request sent to S Stevens 4 May 17. Cllr Williams to report response at item 15. Complete e. Item 13b. Clerk to obtain 2 x quotes for tree work on the Green. Tender out to 3 tree surgeons on 4 May. Returns due 25 May. Complete f. Item 13c. Cllr inspection of parish lands. Dates tbc. New Chairman will propose dates to Cllrs before the next meeting. Ongoing 	РН

Item 17. Take down unfunded ads on website. Complete Planning - Planning sub-committee to report on the following applications: 1. 17/01046/TPON Fell 2 x Robinia Trees. 5 Brook Way, Anna Valley. NO OBJECTION to be submitted Borough Councillor to provide a monthly report Cllr Flood reported that TVBO had had their Annual Meeting at which: Cllr Borg-Neal was elected as the new Mayor of TVBC Cllr Carr stood down as Leader of TVBC Cllr Carr was elected as Deputy Mayor Cllr P North was elected as Leader of TVBC Cllr Flood was appointed to the cabinet with the Corporate portfolio Cllr Stallard remains as the Environment portfolio holder. The planning application for the temporary swimming pool has been approved and the facility should be available in Aug 17. Cllr Flood agreed to speak to the Geo Officer regard provision of footpath maps. The Chairman thanked Cllr Flood who left at this point. County Councillor to provide a monthly report Nil Governance. Councillors to review Annual Governance Statement and propose any necessary changes to be made to the Standing Orders, Financial Regulations and Risk Assessment Policy. Standing Orders. No changes proposed. Financial Regulations. The new regulations based on the NALC 2016 model were agreed by all and adopted. Risk Management. No changes proposed. Section 1 of the Annual Return (Governance) was reviewed and Cllr S Butler proposed approval of Section 1 (Governance) of the Annual Return. Seconded by Cllr S Kennedy. Agreed. Section 1 of the Annual return signed by the Clerk and Chairman Finance: Internal Audit Report. The Clerk had previously circulated the Internal Auditors report to Cllrs who noted the observations. While technically not a 'smaller authority' obligated to publish all the documents listed on the website this will be considered and discussed further at a future meeting. To receive and approve the financial statement for 1st April 2016 – 31st March 2017 and the Annual Return Section 2. The Annual Statement and v	MF
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3. To receive and approve the financial statement for 1 st April 2017 – 30 th	
April 2017 The Chairman signed and dated the statement to confirm	
acceptance.	
4. To approve payments to be made.	
Amount Payee	
£200.00 J K Murray (Internal Audit)	
£85.00 HM Revenue & Customs 120PL00288568	
£340.00 C Emmett (Salary)	
£41.59 C Emmett (Office Expenses)	
£53.00 B&A Baker Ltd (Weed & feed cricket wicket)	
£36.32 Southern Water (Pavilion utility)	
£24.95 British Gas Trading Ltd (Pavilion utility)	
The Clerk requested authority to order edition 10 of the Local Council	0
Administration by Charles Arnold-Baker. at £69 from HALC. Approved	Clk
Playing Fields	
1. To report on the Monitoring of Play Park Equipment Cllr A Wilson stated	
that he had inspected on 9 May 17 and had nothing to report. There was	
discussion on the frequency of inspections (weekly or monthly) required	
following an article the Insurer's Newsletter. The Clerk is to confirm what the	011-
'condition of insurance' is on this matter.	Clk
2. Anna Valley Playing Field The Clerk presented several options for	Clk
entrance bollards to Cllrs who agreed that a single central removable	Clk

bollard of wood was to be procured and installed to deter improper access by vehicles. The Clerk was authorised to spend up to £250, 3. Balksbury Bridge Playing Field The Clerk is to liaise with the contractor regarding dates for shaping the willows. 4. Sports Field Clir Butler reported that: • The UCCC is being re-instituted and 4 games had been arranged but that they were critical of the grass cutting regime which is leaving clumps in the outfield and the pitch marking by the soccer club which is burning the grass which might cause a ball to kick up in a hazardous manner. The Clerk was to provide the dates of matches to the Grounds Maintenance contractor and ask that cuts be targeted to take place in both the 2 weeks preceding matches but no additional cuts were authorised. Clir Butler would liaise with the UCYFC regarding markings. • The UCYFC had asked to use the soccer pitch on 6 th for the under 12 and one on 13th for the under 10s. As there is no cricket on those two days he had agreed it. • The kitchen sink tap was leaking despite a washer replacement. He had isolated the tap. It was agreed that a plumber should be requested to fix it. [Afternote: The annual boiler inspection is due and could be completed during the same visit] 15 Trees and Open Space Clir C Williams reported the advice received on the priority of tree works on The Green should it be necessary. 16 Fotopths and Highways 1. Clirs to report any footpath issues Nil. 2. Road Safety a. A letter dated 13 Apr from TVBC detailed a proposal for white lines in Foundry Rd. These should have the effect of road narrowing and traffic calming by Waterloo Terrace. This is in advance of yellow lines in requested which still need the formal approval. b. The radar speed data from Foundry Rd has been collected by TVBC and was given to Clirs who questioned the statement and conclusion about "mean speeds". The Clerk was asked to respond indicating the Council's desire to reduce the speed limit to 20mph and re-confirm the aspiration for yellow line	access by vehicles. The Clerk was authorised to spend up to £250. 3. Balksbury Bridge Playing Field The Clerk is to liaise with the contractor regarding dates for shaping the willows. 4. Sports Field Clif Buller reported that: • The UCCG is being re-instituted and 4 games had been arranged but that they were critical of the grass cutting regime which is leaving clumps in the outfield and the pitch marking by the soccer club which is burning the grass which might cause a ball to kick up in a hazardous manner. The Clerk was to provide the dates of matches to the Crounds Maintenance contractor and ask that cuts be targeted to take place in both the 2 weeks preceding matches but no additional cuts were authorised. Clif Bulter would liaise with the UCYFC regarding markings. • The LUCYFC had asked to use the soccer pitch on 6th for the under 12 and one on 13th for the under 10s. As there is no cricket on those two days he had agreed it. • The kitchen sink tap was leaking despite a washer replacement. He had isolated the tap. It was agreed that a plumber should be requested during the same vistil. • The same vistil. • Tree and Open Space Clif C Williams reported the advice received on the priority of tree works on The Green should it be necessary. • Footpaths and Highways • Clik Iso report any footpath issues Nil. • Read Safety • A letter dated 13 Apr from TVBC detailed a proposal for white lines in Foundry Rd. These should have the effect of road narrowing and traffic calming by Waterloo Terrace. This is in advance of yellow lines requested which still need the formal approximal. • The Text speed data from Foundry Rd has been collected by TVBC and was given to Clirs who questioned the statement and conclusion about mean speeds: The Clerk was asked to respond indicating the Council's desire to reduce the speed limit to 20mph and re-confirm the aspiration for yellow lines in the area to improve lines of sight and passing places near Waterloo Terrace. He was also asked to clarify what was being monitored by			I
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