

MINUTES FROM THE MEETING HELD ON WEDNESDAY 8TH AUGUST 2018
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 ON 12TH SEP 2018

Present:	Parish Cllrs P Heslop (Chairman), S Kennedy, D Coole, C Eyre, A Lockhart, A Newell, C Williams, A Wilson, N Shah, and TVBC Cllr G Stallard Minutes – C Emmett, Parish Clerk	
1	Apologies for Absence Cllr M Flood, HCC Cllr A Gibson	
2	To receive and accept declarations of interest Nil.	
3	Planning Enforcement Briefing This will now be given at the Sep meeting	
4	Public Participation Nil.	
5	To approve the minutes from the meeting held on 13th June 2018 The minutes were accepted and signed by the Chairman.	
6	<p>To receive the Clerk's progress report since the meeting held on 13th June 2018</p> <p>Item 4. Amend May Minutes for Website. Complete 14/6 6.4. 18/01275/TREEN –Submit a No Objection. Complete 14/6 6.6. Inform Cllr Flood preferred date for Planning Enforcement briefing. Complete 14/6 7.1. Web site development of NDP page. Cllr CE to provide link to Cllrs for review and feedback. Complete 14/6 7.1. Web site development of NDP page. Cllrs to review and provide feedback. Complete 7.1. Web site development of NDP page. Cllr MF agreed to confirm whether the profiles provided by TVBC could be displayed. 7.5. NDP Proposals: Clerk be requested to apply for TVBC NDP grant. Application forms requested 14/6. Submitted 21 Jun 18 and now paid (£1,500). Complete 8.5. Community Governance Review. Chairman to submit formal input to TVBC on recommendations before 6 Jul 18. Complete 11.1. Play Park Equipment. Request TVBC GM to treat weed growth under climbing frame. Complete 11.3. Balksbury Bridge Playing Field. Contact owner Balksbury Cottage about the dying tree over the river. Spoke to owner 21 Jun. Overhanging branches removed. Complete 11.4. a Sports Field Height barrier research. Quotes sent to PH & DC. Complete 11.4.c. Possible Widening of Football Pitch. Order work necessary to re-position the goal posts as per the TVBC quote. TVBC normally do this in Aug and now liaising with UCYFC re positions. Complete. 12.1. Fir trees in Foundry Rd. CW to Inform parishioners of Council decision. Complete 12.3. LR. The Clerk was asked to obtain additional quotes for the registration work. Complete. 12.4. Hedge opposite 31 & 32 Valley Mead obtain guidance from TVBC GM. Guidance given to householders. Complete 12.5. Wall by Bury Hill Farm. Clerk was asked to draft an FOI inquiry letter on the decision regarding the removal of cobb wall and seek the planners' views on whether the absence of the wall changes planning consideration. Draft to PH 28/6. Due to the planned visit by the new head of Planning Compliance in July it had not been submitted but he had been asked to cover the matter then. His comments were covered in an email. Complete 13.1 Path 2 is overgrown. Clerk was requested to contact the land owner to see if they could cut it before then. Cllr Eyre has strimmed the path and suggests PCL work next year is late May / early Jun. Complete 13.3. The grassed area by the footpath on Sam Whites hill needs cutting. Clerk to contact Aster Housing. Emails sent 21 Jun and 8 Aug 18. Pending action 13.4. Dog fouling. Clerk to submit a notice for the Clatfords magazine. Complete 13.5. Road Safety. Availability of '20 is Plenty' notices is to be established. E mail to Cllr Gibson 21 Jun. Awaiting reply. Available at cost from '20 is Plenty' website. Complete 15.3. Send invitation to Chair and Clerk for Armed Forces Flag Raising Ceremony to Cllr SK. Complete 17. Add item Commemorative Plaque to next agenda item. Complete</p>	Cik
7	<p>Planning</p> <p>1. Planning Committee to report on the following applications:</p> <p>a. 18/014332/FULLN – 21 Taskers Drive. First floor extension. No Objection in. TVBC Permission granted b. 18/01338/FULLN -11 Valley Mead. Garage conversion. No Objection in. TVBC</p>	

	<p>Permission granted</p> <p>c. 18/01366/VARN - Cricklade Lodge. Roof Height. Objection submitted. TVBC decision - approved</p> <p>d. 18/01487/FULLN - Bury Hill Ring. Change of Use to Equestrian. No objection but comments submitted on accuracy of application and potential number of vehicles on site. It was noted that this had been refused by TVBC.</p> <p>e. 18/01616/TPON – 28A Clatford Manor. 2 x beech crown lift by 3m. No Objection submitted</p> <p>f. 18/01582/FULLN – 4 Taskers Drive. 2 storey side extn No Objection submitted</p> <p>g. 18/01585/FULLN – The Police House. Demolish garage and erect side extn and alter roof to front extn. No objection submitted</p> <p>h. 18/01987/FULLN – Belmont Cottage, Upper Clatford. Side extension On circulation.</p> <p>2. Issues and Options consultation for the next Local Plan It was felt important to comment on this, particularly items 5.21 Proportional allocation of new housing and 7.5 The Local Gap. The deadline of 14 Sep does not allow for time to discuss fully at the next meeting so Cllrs are to submit views/comment to the Clerk, cc all Cllrs as soon as possible. Cllr Eyre will put a newsflash about it on the new website. The Parish response should also be made public. Parishioner comments should either be sent in writing to Planning Policy, TVBC SP11 3AJ or emailed to planningpolicy@testvalley.gov.uk. It was noted that this runs in parallel with the NDP work however Cllr Stallard suggested that the Local Plan review would take longer and we should press on with NDP work in line with the existing LP.</p> <p>3. Warning of Planning Application The Chairman discussed an advance notice of a proposed planning application for alterations to a dwelling on Balksbury Hill Rd he had received from the owner.</p>	All Cllk CCE																								
8	<p>Neighbourhood Development Plan Steering Group Report</p> <p>1. Cllr Eyre summarised activity since the last meeting, highlighting the good turnout (130) for the 'Kick-off' meeting on 9 July and the number of replies received to date on the survey, some 20% - 25% of electors - households. While there is no mandated percentage, a significantly higher response rate is sought to ensure it is representative. Returns will be reviewed for reminders. Publicity will be re-launched on sub-banners and posters. Once it becomes clear from returns what Working Parties are needed some restructuring will be arranged. He then made the following proposal: The SG be authorised to commit expenditure to £750 until Dec 18 on the following: £50 banners, £250 printing, £150 prizes, £250 refreshments, £50 unforeseen contingencies. Seconded Cllr Coole. Approved by all.</p> <p>2. Grants - £1500 received from TVBC. Cheque for £250 received from May Fayre.</p>																									
9	<p>Borough Councillor to provide a monthly report Cllr Stallard reported:</p> <p>1. The importance of responses from both the Parish Council and parishioners to TVBC on the TVBC Local Plan Review - Consultation</p> <p>2. Proposed Traffic Regulation Order (TRO) consultation on parking restrictions near Waterloo Tce. Concern was expressed about the proposal and the Clerk was asked to copy Cllr Stallard the proposal made by the Council last year.</p> <p>3. Community Governance Review. The work on parish boundaries is due to be concluded in September when TVBC will promulgate decisions. This will not include the previously suggested boundary change for area I between Abbots Anne and U Catford.</p>																									
10	County Councillor to provide a monthly report Nil																									
11	<p>Finance:</p> <p>1. To receive and approve the financial statement for 1st June 2018 – 30th June 2018 and 1st July – 31st July 2018 Statements for both months were approved by Council and signed by the Chairman.</p> <p>2. Detail payments made in July and approve payments to be authorised.</p> <p>a. Payments in July 18 (Approved by email due to cancellation of July meeting.</p> <table> <tr> <td>Cheques signed by 2 x Cllrs</td> <td>.</td> <td></td> </tr> <tr> <td>C Emmett (Salary&Overtime)</td> <td></td> <td>£447.00</td> </tr> <tr> <td>HMRC (PAYE)</td> <td></td> <td>£111.60</td> </tr> <tr> <td>C Emmett (Office Expenses)</td> <td></td> <td>£39.50</td> </tr> <tr> <td>Kirbygas (Pav Boiler Service & Insp)</td> <td></td> <td>£72.00</td> </tr> <tr> <td>British Gas (Pavilion)</td> <td></td> <td>£26.00</td> </tr> <tr> <td>HALC (Training)</td> <td></td> <td>£36.00</td> </tr> <tr> <td>ICO (Annual registration)</td> <td></td> <td>£40.00</td> </tr> </table>	Cheques signed by 2 x Cllrs	.		C Emmett (Salary&Overtime)		£447.00	HMRC (PAYE)		£111.60	C Emmett (Office Expenses)		£39.50	Kirbygas (Pav Boiler Service & Insp)		£72.00	British Gas (Pavilion)		£26.00	HALC (Training)		£36.00	ICO (Annual registration)		£40.00	
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	<p>Dean Noble (Pavilion Taps) £75.50 P.A. Holloway (Repair parts benches etc) £550.00 A Lockhart (Archive parking 31 May)£2.80 Card Payment Cartridgesave (Printer Ink. Email appro) £28.12 Halfords (for sports field. Email appro) £95.00 Survey Monkey (DD) - Jun 18 £35.00</p> <p>b. Payments to be authorised for Aug 18 Laughton Heritage (Tree work AVPF) £483.00 Bulpitt Print Ltd (NDP Leaflet) £588.80 C Emmett (Salary) £346.70 HMRC (PAYE) £86.80 C Emmett (Expenses) £10.00</p>	
12	<p>Playing Fields</p> <p>1. To report the Monthly Monitoring of Play Park Equipment.</p> <p>a. Cllr Wilson visited the BBPF on the 1st August and all was well and no sign of any rope swing. He noted the dead tree from River Cottage has had a couple of branches sawn of it. Cllr Williams reported concerns about a lifting mat under the whirligig in AVPF and a root in the goal area. The Clerk was to liaise with TVBC regarding local agencies for fixing the mat.</p> <p>b. Playsafety Ltd Annual Report. The report has been received and the Clerk has discussed a record of a rope swing in BBPF. This was removed last year and no evidence of it has been noted by Cllrs. Actions on recommendations are to be considered and alternative providers are to be investigated</p> <p>2. Anna Valley Playing Field.</p> <p>a. Cllr Williams reported concerns about use of bins in the area. The Clerk was to liaise with TVBC and arrange regular clearance of the bin in the toddlers play area</p> <p>b. Ash tree – see item 12</p> <p>3. Balksbury Bridge Playing Field. Wind damaged willows by the picnic bench need attention. The Clerk was to ask Rhys Dobbs to deal while in AVPF</p> <p>4. Sports Field –</p> <p>a. Height Restriction Barrier. Cllr Coole said he had received 2 quotes for height restriction barriers to prevent unauthorised access by high sided vehicles and caravans. He recommended a high and low bar arrangement. Others suggested using just a high bar version in unison with the existing gate to control car access at approx. £1000 less. It was agreed that Cllr Colle examine the feasibility of this. The Clerk was to apply for a grant (s106) to help fund this.</p> <p>b. Cricket Wicket. Cllr Coole stated he had received an email stating the wicket was in ‘such a state that it would be impossible to play cricket on that square possibly ever again’ and that it was understood ‘that it was to be the responsibility of the Parish Council to maintain the square so as to be able to accept occasional and then possibly regular bookings for cricket matches.’ Winter maintenance had occurred but historically the resident cricket club maintained the wicket during the summer. With its demise further expenditure by the Parish on maintenance had not been deemed worthwhile in the absence of firm bookings. The Parish is funding regular grass cutting during the summer months. Cllr Kennedy agreed to review the original conveyance and Cllr Eyre suggested and agreed to liaise with Farleigh school about alternative pitches.</p> <p>c. AMF Utd have asked to use pitch 1030 on (some) Sundays for home matches in the Andover Sunday League. Cllr Coole agreed to coordinate between AMF and UCYFC who are the priority user and own the pitch marker and pitch furniture. Cllr Coole made the point that showers would be in use and we should re-institute the legionella monitoring and re-tender for shower base levelling. Agreed</p> <p>d. Pitch Widening. UCYFC are liaising with TVBC (GM) who aim to do the job this month about positioning of goalposts.</p>	<p>Clk</p> <p>Clk</p> <p>Clk</p> <p>Clk</p> <p>DC Clk</p> <p>SK CE</p> <p>DC</p> <p>Clk</p>
13	<p>Trees and Open Space</p> <p>1. Trees</p> <p>a. Ash Tree AVPP. An ash needed urgent action to remove a broken limb in July. Expense authorised by Chairman. Tree reported to have bracket fungus and is dangerous. A 5 day notice of Felling has been sent to TVBC. Three quotes were discussed and the Clerk was directed to award the work to Rhys Dobbs.</p>	<p>Clk</p>

	<p>b. Fir Trees in Foundry Rd – Cllr Williams reported that these had been trimmed, rather than removed, as agreed, by the adjacent home owner.</p> <p>2. Open Spaces</p> <p>a. Solicitor’s quotes for Land Registration work were detailed. It was decided to remain with Parker Bullen for Chalk Pit work this year.</p> <p>b. Commemorative Plaque. Cllr Kennedy suggested that the Parish should consider a Plaque to Steven Hopkins, born Upper Clatford in 1581 (Norman Court Farm) and travelled to USA on the Mayflower. Ideas for locations and funding were discussed. Cllr Kennedy agreed to bring a firm proposal to the next meeting</p>	<p>Clk</p> <p>SK</p>
14	<p>Footpaths and Highways</p> <p>1. Cllrs to report any footpath issues.</p> <p>a. The wall by the footpath on at Sam Whites Hill is not deemed dangerous by TVBC at present but being monitored on a 6 monthly basis by them</p> <p>b. Overhanging vegetation at the bottom park of Sam Whites Hill was again reported Aster and HCC have again been contacted (Track It 21382512).</p> <p>c. A parishioner had reported overhanging vegetation on Balksbury Hill Rd. This has been reported on the HCC website (Track It 21382510).</p> <p>2. Road Safety. Parishioners letters had been received regarding parking in Bury Hill Close and about a regular noisy speeding car noted in the early morning on Foundry Rd. Where an offence is being committed it was suggested a report by the parishioner to the PCSO might be more appropriate.</p> <p>3. Cllr Newell to report any street lighting issues. Check to be done that evening and reports submitted by Cllr Newell on the HCC website. Parishioners should note the website is open to all for roads and footpath issues.</p>	<p>AN</p>
15	<p>External Committees and Events</p> <p>1. Report on changes to the website. The new website pages for the Parish Council and NDP are now live. The Clerk requested Cllrs review it and confirm at the next meeting if the old web site can be discontinued. He stated that the standard Hugo Fox Privacy Statement is currently being used but suggested Cllrs may wish to adopt the NALC templated statements (General and that for Employees and Cllrs) at the next meeting.</p> <p>2. Cllr Mrs Kennedy to report of upcoming events at the Village Hall. Planning for the winter programme is now in hand. Film nights start from Sep. Lighting problems persist. Cllr Kennedy was asked to feedback that the location of the main light switches in the kitchen was considered potentially dangerous for those entering or leaving through the Committee Rm door.</p> <p>3. Cllrs to Report on other meetings. Cllr Lockhart reported on the Electric Car presentation. She also reported that she had been discussing training equipment for playparks with parishioners. It is hoped both will be covered in NDP feedback.</p>	<p>Cllrs</p> <p>Cllrs</p> <p>Clk</p> <p>SK</p>
16	<p>Correspondence and E mail</p> <p>1. 17 Jun - All Saints Fundraising & Social Committee - Upper Clatford remembers ... 100 years on. Event 10 Nov 18. Interested? contact janelkennedy@tiscali.co.uk . Details sent to Cllrs</p> <p>2. 19 Jun – TVBC Save the Date - Test Valley Community Resilience Event - Saturday 3rd November 2018</p> <p>3. 20 Jun – HCC. New Consultation – Hampshire County Council Permit Scheme for Road Works and Street Work</p> <p>4. 20 Jun – HCC & 22 Jun HALC - Consultation on proposals to change street lighting, supported passenger transport services and the concessionary travel scheme in Hampshire. This more detailed consultation follows on from the main Serving Hampshire – Balancing the Budget consultation carried out last year and seeks views from interested parties and the wider public on the options for delivering the planned savings. Closed 5 Aug 18. Sent to Cllrs</p> <p>5. 22 Jun – Aster. Acknowledgement of email re clearing banks on Sam Whites Hill.</p> <p>6. 25 Jun – Abbotts Ann PC. Supports UCPC ‘no change for area I in CGR’.</p> <p>7. 25 Jun – H Highways. Closure of A3057 (Winchester Rd bridge over A303). Target dates 24 – 28 Sep 18. Diversions will be signed.</p> <p>8. 26 Jun – HALC. Data Protection Registration with ICO online.</p> <p>9. 27 Jun – Hugo Web Team – Contact from a parishioner about NDP Meeting 9 Jul. Passed message to CCE.</p> <p>10. 27 Jun – Hugo Web Team – Contact from a parishioner re ownership of footpath beside pub and the White House. Replied.</p>	

	<p>11. 27 Jun – Jellywebstudios – re setting up email accounts and GDPR compliance.</p> <p>12. 28 Jun – Unity. Request for info supporting purchase of mini-bus. To NDP SG</p> <p>13. 3 Jul – HARA. Rural Housing week. Sent to NDP SG</p> <p>14. 4 Jul – Telecon from parishioner asking for advice about clearance of mature hedge line next to Police House. Followed up with TVBC and replied</p> <p>15. 5 Jul – TVBC. Independent Remuneration Panel re payment to Cllrs. To Cllrs. The Chairman suggested this was not appropriate for the Parish now.</p> <p>16. 8 Jul. Parishioner email. Bury Hill Play Park. Forwarded to AL</p> <p>17. 8 Jul Parishioner email re Chalk Pit Lane. Forwarded to A Wilson</p> <p>18. 11 Jul – Jellyweb Studio. Access to domain.</p> <p>19. 17 Jul – Braintrust. Message for UC WI. Forwarded</p> <p>20. 18 Jul – Parishioner. NDP Survey link not working.</p> <p>21. 24 Jul – HALC. Consultation: Bye Laws on Sites of Special Scientific Interest (SSSI's). Ends 10 Aug. Copied to Cllrs</p> <p>22. 25 Jul – Internal Auditor. Change of Address details wef 16 Aug 18.</p> <p>23. 26 Jul. TV Police (via PH). Letter to Parish Council Chairs regarding current PCSO staffing levels</p> <p>24. 26 Jul. TVBC. Issues an Options consultation for the next Local Plan – Video</p> <p>25. 27 Jul – Cllr Flood. Response from TVBC on Dangerous Wall Sam Whites Hill Upper Clatford</p> <p>26. 28 Jul. CPRE – Campaign TAKE ACTION: Alert your council leaders to stop fast-track fracking. Sent to Cllrs</p> <p>27. 30 Jul. HALC – Steven Lugg's Funeral Arrangements. Sent to Cllrs.</p> <p>28. 31 Jul. Hants Police – Neighbourhood Watch Newsletter. Published on website.</p> <p>29. 1 Aug. HCC - National Highways and Transport (NHT) Public Satisfaction survey. Completed.</p> <p>30. 1 Aug. Parishioner – Bury Hill Close parking issues. Copied to AW</p> <p>31. 2 Aug. JR – Re website privacy notice. Liaising with Hugo Fox</p>	
17	<p>Councillors to request any items to be included within the agenda for the Meeting to be held Wednesday 12th September 2018</p> <p>Cllr Kennedy requested item: Commemorative Plaque</p>	

Meeting Closed at 10:05 pm