

UPPER CLATFORD PARISH COUNCIL
 MINUTES FROM THE ANNUAL GENERAL MEETING HELD ON
 WEDNESDAY 8TH MAY 2019
 AT 7.30 PM IN THE KING EDWARD VII MEMORIAL HALL
 AMENDED AS AGREED AT THE MEETING ON 12TH JUNE 2019

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| Present: | Parish Cllrs P Heslop (Chairman), D Coole (Parish & TVBC), Cllr C Eyre (from item 6), S Kennedy, A Lockhart, N Shah, C Williams, A Wilson, TVBC Cllr M Flood and HCC Cllr A Gibson In Attendance: Mr C Eyre Minutes – C Emmett, Parish Clerk |
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| 1 | Apologies for Absence Nil | |
| 2 | Declaration of Acceptance of Office and Code of Conduct Completion. 1. Cllrs Heslop, Kennedy, Coole, Lockhart, Shah, Williams and Wilson had all been re-elected to the Parish Council unopposed and signed the declaration. All were reminded to complete and submit their 'Return of Expenses' to Electoral Services, TVBC even if there was no expenditure. | Cllk Cllrs |
| 3 | Councillors to elect a Chairman and Vice Chairman Cllr S Kennedy proposed Cllr P Heslop as Chairman. Seconded by Cllr N Shah. Agreed by all and duly appointed. There were no volunteers for Vice Chairman. | |
| 4 | To receive and accept declarations of interest 1. Agenda – There were no declarations of interest in Agenda items 2. Declaration of Pecuniary Interests Return – Forms were distributed for endorsement and return. Cllrs were asked if they wished addresses to be redacted before publication on the website. None did. To be published on Parish and TVBC website. | Cllk |
| 5 | Public Participation Mr Eyre was in attendance for item 6. | |
| 6 | Co-option Proposal to co-opt Mr C C Eyre to Parish Council. Proposed by Cllr d Coole, Seconded by Cllr A Wilson. Carried. Cllr Eyre completed the Acceptance of Office and Code of Conduct form. | |
| 7 | Harewood Forest Incinerator Project – Cllr J Lovell (Cllr, Barton Stacey PC) gave an overview of the proposed 'Waste to Energy' project. This is a National Infrastructure which will not be subject to decision by Local Planning Authorities. The pre-application process is ongoing and should lead to a submission to the Sec of State by the end of the year. He has 28 days to decide if the application should go forward for consideration by the Planning Inspectorate who will be interested in 'local' input. Wheelabrator has 3 other sites operating or in development around the country but all differ from this proposal being in urban sites and served by rail links. There are many concerns held by Parish, Local and County authorities including: need, traffic, emissions and impact on the natural and built environment. There were several questions and further discussion. TVBC have a page link to the project. http://www.testvalley.gov.uk/planning-and-building/viewplanningapplicationonline/harewood-incinerator The Chairman thanked Cllr Lovell for her time and confirmed that the Parish Council interest and asked to be included in the distribution of any Newsletters on the matter. He then proposed to take items 13 and 14 out of sequence. Agreed. | |
| 13 | Borough Councillor to provide a monthly report Cllr Flood congratulated all on their election and thanked them for standing and noted that Cllr Coole had also been elected to TVBC. The result for the 43 seats in TVBC was Conservative 24, Lib Dem 12, Andover Alliance 7. Due to the reduction in number of Borough Cllrs, Anna Ward has increased in size and turnout was 42.8%. Martin Hatley will be Mayor and Mark Cooper D Mayor. She then confirmed that the revised planning system, with autonomous N and S Planning Committees would run for 1 year before review. The Chairman thanked her for her input. | |
| 14 | County Councillor to provide a monthly report Cllr Gibson also congratulated the Cllrs. He then stated that HCC were looking to announce plans to achieve expenditure cuts of £80m spread evenly over the next 2 years. HCC has a focus on the future, '2050' looking at mineral waste disposal, growth of the rural economy and despite broadband achievements to date will be looking at 5G. The Chairman noted that the bridge parapet had been re-built on Watery Lane but asked if there was any progress or way ahead regarding the surface of Sam Whites Hill. Cllr Gibson could not say but stated his personal concern about the system for monitoring | |

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| | repair of pot holes. The Chairman thanked him for his time. Cllrs Gibson, Flood and Lovell then left. | |
| 8 | <p>Councillors to propose committees and members The follow volunteered and were agreed:</p> <p>Finance Cllrs Kennedy (Chair), Williams, Wilson, Lockhart and Coole Planning Cllrs Shah (Chair), Wilson, Eyre, Williams and Kennedy Trees Cllrs Williams and Lockhart Street Lighting Cllrs Eyre and Shah NDP Steering Group Cllrs Eyre, Coole, Lockhart and Shah Pavilion & Sports Field Cllr Coole Play Areas Cllr Williams, Cllr Wilson, Cllr Lockhart. Village Hall Representative Cllr Kennedy</p> <p>Website to be updated.</p> | Clk |
| 9 | <p>To approve the minutes from the meeting held on 10th April 2019 The minutes were amended at Item 5 by deleting 12.2.b. and inserting 11.3.b. to reflect the correct item number. Amended minutes were approved by all and signed by the Chairman.</p> | Clk |
| 10 | <p>To receive the Clerk's progress report since the meeting held on 10th April 2019</p> <p>ITEM</p> <p>5. Harewood Forest Incineration. Item for agenda. Complete</p> <p>5. Donations. Write to Citizens Advice regarding numbers. Complete</p> <p>5. Ivy. Obtain advice. Information provided to parishioner and action requested from GM contractor. Complete</p> <p>7.1. Locality Grant. Submit application. Bidding not yet open. Pending</p> <p>7.3. Local Gap/Settlement Area. Cllr Flood to discuss further with Senior Planning Policy officer.</p> <p>12.1. CW to report on Mar Insp of AVPF. Complete</p> <p>12.2. AVPF weed membrane. Liaise with GM contractor. Monitoring. Complete</p> <p>12.4.b Sports Field Grounds Maintenance. Accept TVBC terms (as last year) and provide height barrier key. Complete</p> <p>12.4.d. Andover Royals. Cllr Coole to liaise. Pending</p> <p>13.1.a. Tree Survey. Obtain quotes for work recommended. Emails sent 25/4. Complete</p> <p>13.1.b. Green Waste by Brook Way Laurel Hedge. Cllr Coole to liaise with TARCA. Pending</p> <p>13.2.b. The Green. Instruct solicitor re LR Complete. Conveyance etc to be sent.</p> <p>14.1.a. Footpath Bury Hill Ring. Liaise further with HE and Countryside N. Complete</p> <p>14.2. Lorry Parking Red Rice Rd. Cllr Coole to liaise with truck owner. Complete</p> <p>14.2. Pavement Parking in Red Rice Rd. Write to householders. Complete</p> <p>14.3. Street Lighting. Cllr Newell to revise and handover file. Pending</p> <p>15.1. Web site. Cllr Coole to offer service to local businesses. Pending</p> <p>16.11. CiL bidding. Clarify scale v s106. S106 existing funds are still available but will not accrue further for PC use on open space/play areas. They may be collected by LA if CiL does not apply and will be spend by LA in community. Parishes will get 15% of Cil (up to £100 per household in parish). This may be spent on anything that the parish council feels mitigates the impact of development in its area. Complete.</p> <p>16.17. Planning Committee 18 Apr 19 Notification. Copy to Cllrs. Complete</p> | |
| 11 | <p>Planning – Planning sub-committee to report on applications:</p> <p>1. 19/00133/FULLN Balksbury House. Approved by the NAPC on 18 Apr 19 despite the Parish Council objection. Full details are available on TVBC Planning website.</p> <p>2. There were no applications received during the period.</p> | |
| 12 | <p>Neighbourhood Development Plan Steering Group Report</p> <p>1. Cllr Eyre gave an update and stated that they were now looking a first draft of the Evidence Document by mid Jun 19, in line with presumed availability of Locality grant to fund consultant activity. WG drafts were sought by end of May 19. WG leads then gave an update on progress to achieve that target</p> <p>2. There was a brief discussion following the NAPC decision on 19/00133/FULLN Balksbury House</p> | |
| 15 | <p>Finance:</p> <p>1. Internal Audit Report The report dated 23 Apr 19 had been circulated to Cllrs. A check of vouchers to ensure all VAT charged was advised. Correction action take in</p> | |

| | <p>account in Apr 19.</p> <p>2. Annual Governance & Accountability Return: To receive and approve:</p> <p>a. Sect 1 Governance Statement FY 18/19. Proposed by Cllr N Shah, Seconded by Cllr A Wilson. Carried. The Chairman and Clerk signed the statement</p> <p>b. Sect 2 Accounting Statements FY 18/19. Proposed by Cllr S Kennedy, Seconded by Cllr C Eyre. Carried. The Chairman signed and dated the section.</p> <p>3. To receive and approve the financial statement for 1 Apr 19 – 30 Apr 19 Proposed by Cllr C Williams, Seconded by Cllr A Lockhart. Carried. The Chairman signed and dated the file record.</p> <p>3. To approve payments to be made.</p> <p>a. Cheques to be raised at the meeting to be held Wednesday 8th May 2019</p> <table border="0"> <thead> <tr> <th>Chq No.</th> <th>Payee</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>2081</td> <td>HALC (Fees)</td> <td>£460.00</td> </tr> <tr> <td>2082</td> <td>HCC (Street Lighting)</td> <td>£1,034.39</td> </tr> <tr> <td>2083</td> <td>SWBS (Water utility)</td> <td>£54.07</td> </tr> <tr> <td>2084</td> <td>J K Murray (Internal Audit)</td> <td>£205.00</td> </tr> <tr> <td>2085</td> <td>C Emmett (Salary & Exp)</td> <td>£366.82</td> </tr> <tr> <td>2086</td> <td>HMRC (PAYE)</td> <td>£88.80</td> </tr> <tr> <td>2087</td> <td>Rhys Dobbs (Grounds Maint)</td> <td>£909.60</td> </tr> <tr> <td>2088</td> <td>Rhys Dobbs (Tree work)</td> <td><u>£216.00</u></td> </tr> </tbody> </table> <p>b. Direct Debit ICO (Annual Registration) £35.00</p> <p>c. Card Transactions Made to date in Apr / May 19</p> <table border="0"> <tbody> <tr> <td>30/04/2019</td> <td>PV8</td> <td>Cartridgesave (Print Ink)</td> <td>£82.85</td> </tr> <tr> <td>01/05/2019</td> <td>PV9</td> <td>ASDA (Print Paper)</td> <td>£6.98</td> </tr> </tbody> </table> | Chq No. | Payee | Amount | 2081 | HALC (Fees) | £460.00 | 2082 | HCC (Street Lighting) | £1,034.39 | 2083 | SWBS (Water utility) | £54.07 | 2084 | J K Murray (Internal Audit) | £205.00 | 2085 | C Emmett (Salary & Exp) | £366.82 | 2086 | HMRC (PAYE) | £88.80 | 2087 | Rhys Dobbs (Grounds Maint) | £909.60 | 2088 | Rhys Dobbs (Tree work) | <u>£216.00</u> | 30/04/2019 | PV8 | Cartridgesave (Print Ink) | £82.85 | 01/05/2019 | PV9 | ASDA (Print Paper) | £6.98 | |
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| 16 | <p>Playing Fields</p> <p>1. To report the Monthly Monitoring of Play Park Equipment AVPF – Cllr Williams stated that she had completed an inspection last month. This month she noted: Branch over swing needs cutting [action taken by Cllr on 9 May], exposed wood at gateway, cradle swing squeaks, dog dirt in park, fallen branch on WOW fence line, weeds under climbing frame, and exposed root between and movement in goal posts. Action remove branch and see PlaySafety Risk assessment. BBPF – No issues to report on inspections before or after May Fayre event. Annual Inspection. PlaySafety will inspect on 15 May with Cllr Williams and Wilson.</p> <p>2. Anna Valley Playing Field. Weed membrane – GM Contractor is monitoring grass growth over membrane Parishioner reported youths ‘banging around’ in younger childrens’ play area on 5 May. Inspected for damage but none found.</p> <p>3. Balksbury Bridge Playing Field Nothing further to report.</p> <p>4. Sports Field</p> <p>a. Andover Royals. Cllr Coole noted the outstanding contact action.</p> <p>b. Boiler Annual Inspection. Booked for 16 May 19. Clerk will attend.</p> | <p>CCE</p> <p>DC CE</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 17 | <p>Trees and Open Space</p> <p>1. Trees. Quotes from had been received from two of the 3 tree surgeons contacted. It was agreed that OneTwoTree (Dewey Countryside Services) be requested to do the work provided removal of all waste was included.</p> <p>2. Land Registration. LR documents received for Coronation Field HP 831132 and Chalk Pit 830957</p> | Clk | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 18 | <p>Footpaths and Highways</p> <p>1. Cllrs to report any footpath issues. Historic England have given authority for specified works to Countryside N who plan to apply for a grant.</p> <p>2. Road Safety Nothing reported.</p> <p>3. Report any street lighting issues. Nothing reported</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 19 | <p>External Committees and Events</p> <p>1 Report on changes to the website. Cllr Eyre proposed to set-up and manage a new page of local photographs. Agreed</p> <p>2 Cllr Mrs Kennedy to report of upcoming events at the Village Hall. Saturday 8 Jun – Tickets £15 Music – Chris Walker and the Pedigree Jazz</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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| | Band.(www.pedigreejazzband.co.uk) | |
| | 3 Cllrs to Report on other meetings Nil | |
| 20 | <p>Correspondence and E mail</p> <ol style="list-style-type: none"> 1. Apr 19. The Pension Regulator. Re-enrolment: your legal duties as an employer. Step 1 Choose re-enrolment date between 1 May – 31 Oct 19. Clerk to respond 2. 12 Apr. Came & Co. RE: Upper Clatford Parish - Insurance Adjustment - Effective Date: 8th April 2019 (Barrier and Printer added) 3. 12/13 Apr. UCYFC. GM and Royals. DC on distr. 4. 16 Apr. TVBC. Decision on Foundry Rd Anna Valley (yellow lines). 5. 16 Apr. Locality/CCE. RE: Neighbourhood Planning Advice Service Enquiry. Grant opening (tbc) delayed to mid-May and will not cover actions already taken. CCE has advised NDP consultant. 6. 16 Apr. TVBC. Parish Council Annual RPI Check. Returns required 7. 18 Apr. Cllr MF. 14/00949/FULLN - Solar Farm application summary - the 2014 initial application has 217 documents: many of which are concerned with the Appeal see TVBC planning portal on the website. PH on distr. 8. 19 Apr (Received on 23 Apr after PH). FOIA request. 9. 19 Apr (Received 2 May). Parishioner ivy advice. 10. 24 Apr. PB GBT. Land Registration Coronation Field complete. 11. 25 Apr. Parishioners. Photographs of uprooted trees in water meadow by Sam Whites Hill. Copied to CCE. 26 Apr. TVBC. Planning Permission requirements. Copied to Cllrs. 12. 29 Apr. HALC. Changing Places, info from Swanmore Parish Council on facilities. Copied to Cllrs. 13. 30 Apr. Victim Support Hants & IoW. Grant Aid for Victim Support. 14. 7 May. ICO Reminder to renew. Recommend DD 15. 7 May. TVBC. Test Valley Playing Pitch and Sport and Recreation Strategies. Copied to Cllr | <p>Cik</p> <p>Cik</p> <p>CW</p> <p>Cik</p> |
| 21 | <p>Councillors to request any items to be included within the agenda for the Meeting to be held Wednesday 12th June 2019. Emergency Planning (The Clerk will be absent on leave).</p> | |

Meeting Closed at 10: 05 pm