

**MINUTES FROM THE MEETING HELD ON WEDNESDAY 10TH APRIL 2019
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 8th May 2019

Present:	Parish Cllrs P Heslop (Chairman), D Coole, C Eyre, S Kennedy, A Lockhart, A Newell (from item 6), N Shah, A Wilson, TVBC Cllr G Stallard (Until item 9) Minutes – C Emmett, Parish Clerk
----------	---

1	Apologies for Absence Cllr Williams, TVBC Cllr Flood, HCC Cllr Gibson	
2	To receive and accept declarations of interest Nil.	
3	Public Participation Nil.	
4	<p>1. To approve the minutes of the Annual Parish Meeting held on 13th March 2019. Approval was proposed by Cllr Wilson, Seconded by Cllr Coole. Approved by all and signed by the Chairman.</p> <p>2. To approve the minutes from the meeting held on 13th March 2019. Approval was proposed by Cllr Kennedy, Seconded by Cllr Eyre. Approved by all and signed by the Chairman.</p>	
5	<p>To receive the Clerk's progress report since the meetings held on 13th March 2019</p> <p>1. Parish Council Meeting</p> <p>Item</p> <p>6.1.e. 19/00518/TREEN. Virginia Cottage. Submit No Comment. Complete 14/2</p> <p>7.1. Cllr Grant acceptance return. Submitted 14 Mar 19. Complete (Cash in bank on 1 Apr 19)</p> <p>8. Cllr Flood to confirm Cow Down Solar Farm consultation process and any benefits realised. 14 Feb 19 copied extracts from Jan and Feb 18 Minutes to Chairman. Ongoing</p> <p>8. Harewood Forest Incinerator. PC wishes to liaise with Longparish and Barton Stacy PC. Request one of their PC briefs UC PC at next meeting. Spoken to and emailed both P Clks 14/2. Nil available however Cllr Lovel has agreed with the Chairman that she will come on 8 May 19. Complete</p> <p>11.1.c. Playing Field Inspection & Jetty. Request PlaySafety for accompanied inspection and include Jetty as equipment at BBPF. Email sent 14/3. Awaiting date. Ongoing</p> <p>11.2.b. Weed Membrane in AVPF. Speak to new contractor for advice/cost of removal. R Dobbs emailed 14/3 and discussed on 10 Apr. Pending inspection and reply.</p> <p>12.1.a. Removal of Laurel at bottom of Brook Way. All Cllrs to visit and consider. Complete</p> <p>13.1.b. Footpath Bury Hill Ring. Contact Countryside N for update. Email sent 14/2. Pending reply. Clerk to hasten</p> <p>12.2.b. BBPF Boundary. Request solicitor notify Evans and Partridge of boundary issue. SW of PB has spoken estate agent. Complete</p> <p>12.2. Replacement of Trees on Land N of Pill Hill Brook. Confirm ownership and advise Cllr for draft letter requesting action. Chairman has sent letter. Response awaited. Complete</p> <p>13.3. Street Lighting on Junction Foundry Rd/Salisbury Rd. Advise AA PC of observation. Complete</p> <p>14.2. Cllr SK to raise the matter of heating the Village Hall. Complete</p> <p>15.1. Donations. Confirm rules re Citizens Advice request. Grant Award Policy sent to Cllrs with the view that unless they can demonstrate number of parishioners to benefit it is outside scope. Complete Clerk to liaise with Citizens Advice regarding numbers.</p> <p>2. Annual Parish Meeting</p> <p>Item 3. Advice to be sought from new GM contractor regarding weedkillers and methods of preventing growth into the adjacent garden. Complete</p>	<p>Clk</p> <p>Clk</p> <p>Clk</p>
6	<p>Planning</p> <p>1. Planning sub-committee to report on the following applications:</p> <p>a. 19/00133/FULLN Balksbury House. Revised design 26 Feb 19. TVBC Planning Officer 18 Mar 19 recommended approval on 18 Mar 19. Application will be heard at the NAPC meeting to be held on Thursday 18th April, 5.30pm start. Chairman to attend and speak</p> <p>b. 19/00181/FULLN Poplar Vale. Objection submitted on 14 Feb as agreed at last meeting. . Not approved by TVBC.</p> <p>c. 19/00411/FULLN 4 Taskers Drive. Single storey rear and two side extensions (revised scheme). No objection submitted.</p> <p>d. 19/00518/TREEN. Virginia Cottage, UC. 2 x Yew prune, shape and reduce height. No objection submitted</p> <p>e. 19/00591/FULLN. 4 Bury Hill Farm. Installation wood burner flue. No objection submitted</p>	

	<p>f. 19/00629/FULLN. Fishing Cottage Annexe. Single storey extension. Objection submitted with comment.</p> <p>g. 19/00673/TREEN. The Old Malthouse. Crown and reduce 5 x trees No objection submitted</p> <p>h. 19/00653/FULLN. 107 Bury Hill Close. Two storey side extension. No objection submitted</p> <p>i. 19/00683/FULLN. Saxley Farm. Erection of building for agricultural storage and family horses No objection submitted</p>	
7	<p>Neighbourhood Development Plan Steering Group Report.</p> <p>1. Steering Group. Cllr Eyre stated that he has arranged for aerial shots of village views to augment the report and thanked the parishioners involved. A draft application for the 'Locality Grant' has been drafted in preparation for bidding to open on or about 16 Apr 19. Clerk to submit. The SG is still aiming to have WG inputs for the draft by end of May 19.</p> <p>2. Built Environment WG. Cllr Lockhart reported that further direction on the DJN guidance is needed and Cllr Eyre will assist at their next meeting.</p> <p>3. Environment and Countryside WG. Cllr Shah reported that the WG was now focussing on the evidence area recommended by DJN and had produced a draft of UC 8 and others in progress. Cllr Flood had responded by email on the dichotomy of the overlapping 'Local Gap and Settlement Area' boundaries and has been advised that the settlement boundary designation and the local gap boundary shouldn't overlap [they do] so the question of which has more weight (in terms of planning balance) shouldn't come up. Any development in the local gap shouldn't fall within a settlement boundary. However, the local gap designation doesn't prevent development but does look to make sure that if there is a proposal it doesn't impact on the integrity of the gap. That is where the input of landscape architects are key. She will discuss it further with the senior policy officer.</p> <p>4. Community Facilities, Business & Transport WG. Cllr Coole reported his WG were having difficulty getting a list of all local businesses as TVBC were not happy to provide it. It was suggested another contact be used.</p>	<p>Clk</p> <p>MF</p> <p>DC</p>
8	<p>Borough Councillor to provide a monthly report Cllr Stallard reported:</p> <p>1. He would arrange a Cllr Viewing Panel in advance of the NAPC meeting on 18 Apr 19.</p> <p>2. Will draw Cllr Flood's attention to the Parish Council's position on the Planning application for Fishing Cottage Annex.</p> <p>3. His view, despite comment to the contrary in the local paper, that the facilities, particularly the pool in the re-opened Leisure Centre were a great improvement.</p> <p>4. At the full Council meeting on 10 Apr it had been agreed to reform the Planning Committee structure and abolish the over arching Planning Control Committee allowing final decision at Area Committee level.</p> <p>5. TVBC Charges. The late announcement, in March 19, of increased charges was regretted but was due to staffing issues. On:</p> <p>a. Dog Waste Bins, raised to £200 per bin pa. TVBC is unable to vary the offer because most of the PC using the service require it more frequently than contracted for.</p> <p>b. Sports Fields Grass Cutting and GM Services. A proposed flat annual rate charge, rather than per cut as in carried out as in previous years. TVBC offered a year's delay to honour the existing arrangement. This would mean charging by cut this year on the understanding that the PC will move to the new basis next April (2020), as it is a better reflection of the capital and other investment TVBC must make to deliver the service. They were caught by a dry summer 2018 requiring significantly fewer cuts.</p> <p>6. Cow Down Solar Farm. 14/00949/FULLN Development of solar photovoltaic panels, Cllr Flood reported by email that the Planning Admin team will investigate whether Upper Clatford was consulted about this application and if not why not but am unlikely to receive an answer until next week. The site extends across three parishes. She will revert on receiving a response. It was noted that approx. £100k in Council Tax was due annually but there was not benefit to the Parish.</p> <p>The Chairman noted this was Cllr Stallard's last Parish Council meeting and thanked him for his support and work while serving as one of our Ward Councillors and offer best wishes for the future. Cllr Stallard left the building.</p>	<p>GS</p> <p>MF</p>
9	County Councillor to provide a monthly report No report submitted.	
10	Governance Prior to the meeting the Cllrs had been asked to review the main governance documents and propose any amendments or proposed acceptance. Cllr Kennedy expressed some concern about the size (length) of the Standing Orders and Financial Regulations it was accepted that these were comprehensive templates provided by NALC. No amendments were recommended, and acceptance of the policies listed below was accepted by all:	

	<ol style="list-style-type: none"> 1. Standing Orders 2. Financial Regulations 3. Risk Management Policy 																																											
11	<p>Finance:</p> <ol style="list-style-type: none"> 1. To receive and approve the financial statement for 1st March – 31st March 2019. Cllr Eyre proposed acceptance of the statement provided, seconded by Cllr Kennedy. Approved by all. The Chairman then signed the statement. 2. To receive and approve the annual financial statement for 1st April 2018 – 31st March 2019. The reconciliation of the account for FY 2018/19 was presented and accepted. 3. Approve payments to be made. The following payments were approved: <table border="0" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Chq No.</th> <th style="text-align: left;">Payee</th> <th style="text-align: right;">Amount</th> </tr> </thead> <tbody> <tr> <td>2077</td> <td>SJ Stephens Associates</td> <td style="text-align: right;">£354.00</td> </tr> <tr> <td>2078</td> <td>CPRE (Subs)</td> <td style="text-align: right;">£36.00</td> </tr> <tr> <td>2079</td> <td>C Emmett (salary & expenses)</td> <td style="text-align: right;">£358.90</td> </tr> <tr> <td>2080</td> <td>HMRC (PAYE)</td> <td style="text-align: right;">£86.60</td> </tr> <tr> <td colspan="2" style="text-align: right;">Total</td> <td style="text-align: right;">£835.50</td> </tr> </tbody> </table> <p>Card Transactions Made in Mar 19 Several payments were made by card at the end of Mar 19 as approved at the list meeting and listed below:</p> <table border="0" style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td>14/03/2019</td> <td>PV118</td> <td>Land Registry (Old cress bed Title)</td> <td style="text-align: right;">£3.00</td> </tr> <tr> <td>15/03/2019</td> <td>PV119</td> <td>Curry PC World (Printer & Ink)</td> <td style="text-align: right;">£165.98</td> </tr> <tr> <td>19/03/2019</td> <td>PV120</td> <td>TVBC (Bins 01/04/18-31/03/19)</td> <td style="text-align: right;">£386.40</td> </tr> <tr> <td>25/03/2019</td> <td>PV121</td> <td>TVBC (GM Oct - Mar)</td> <td style="text-align: right;">£166.78</td> </tr> <tr> <td>25/03/2019</td> <td>PV122</td> <td>SSE (Pavilion utility)</td> <td style="text-align: right;">£46.50</td> </tr> <tr> <td colspan="3" style="text-align: right;">Total</td> <td style="text-align: right;">£768.66</td> </tr> </tbody> </table> 4. Annual Audit. Sections 2 & 3 of the proposed AGAR had been sent to Cllrs on 9 Apr for review and approval at the May meeting following the internal Audit on 23 Apr. The Clerk drew attention to the need to explain the significant variations in spend and income from the previous year. This is on the variations sheet. There was also a need to explain the reserves as they are more than 2 x Precept. This reduces to less than double after taking the earmarked reserve into account and will be reduced further if spending is to budget next year and is the reason for not increasing the precept for 2019/20. 	Chq No.	Payee	Amount	2077	SJ Stephens Associates	£354.00	2078	CPRE (Subs)	£36.00	2079	C Emmett (salary & expenses)	£358.90	2080	HMRC (PAYE)	£86.60	Total		£835.50	14/03/2019	PV118	Land Registry (Old cress bed Title)	£3.00	15/03/2019	PV119	Curry PC World (Printer & Ink)	£165.98	19/03/2019	PV120	TVBC (Bins 01/04/18-31/03/19)	£386.40	25/03/2019	PV121	TVBC (GM Oct - Mar)	£166.78	25/03/2019	PV122	SSE (Pavilion utility)	£46.50	Total			£768.66	
Chq No.	Payee	Amount																																										
2077	SJ Stephens Associates	£354.00																																										
2078	CPRE (Subs)	£36.00																																										
2079	C Emmett (salary & expenses)	£358.90																																										
2080	HMRC (PAYE)	£86.60																																										
Total		£835.50																																										
14/03/2019	PV118	Land Registry (Old cress bed Title)	£3.00																																									
15/03/2019	PV119	Curry PC World (Printer & Ink)	£165.98																																									
19/03/2019	PV120	TVBC (Bins 01/04/18-31/03/19)	£386.40																																									
25/03/2019	PV121	TVBC (GM Oct - Mar)	£166.78																																									
25/03/2019	PV122	SSE (Pavilion utility)	£46.50																																									
Total			£768.66																																									
12	<p>Playing Fields</p> <ol style="list-style-type: none"> 1. To report the Monthly Monitoring of Play Park Equipment. <ol style="list-style-type: none"> a. Cllr Wilson reported no issues found with equipments on his inspection on 8 Apr 19 but commented on the some movement on matting repairs. Await Playsafety report. b. Cllr Williams was absent and had yet to report. c. PlaySafety Ltd Annual Inspection. PlaySafety have acknowledged the request for accompanied visits at additional £42 per site and inclusion of the jetty. The Inspector will make contact in late Apr with his planned visit dates. 2. Anna Valley Playing Field. Awaiting feedback from the new GM contractor about the exposed weed matting. Clerk to liaise 3. Balksbury Bridge Playing Field. Has been lightly cut on Fri 5 Apr. Contractor alerted to need for good cut prior to May Fayre 4. Sports Field <ol style="list-style-type: none"> a. UCYFC Request to Extend Season. Cllr Coole reported that UCYFC had asked to extend the season to cater for outstanding matches. Agreed. b. GM Offer. Recommended acceptance of TVBC GM cost offer and noted they would need a key for tractor access. Clerk to arrange copy. c. Clatfest 22 Jun 19. PTA have requested access on 21 Jun for set-up. Agreed if co-ordinated with UCYFC. High Barrier key will be needed by PTA. d. Andover Royals Secretary has requested use of field Sep 19 – Apr 20. Cllr Coole will liaise further. e. Waste Bin. Cllr Heslop asked if there was a need for a further waste bin at the field. Cllr Coole agreed to look into the matter 5. Dogs in Play Areas. The Clerk reported that he had had a few comments from dog owner unhappy that the Coronation Field (AVPF) has had its NO DOGS sign re-mounted,. One parishioner had made a request to train dogs in the hard court area. The PC agreed that as these are all childrens play areas that was not permissible. Cllr Coole suggest an area at the top of the sports field might be sectioned of if there was adequate demand. Dog owners should contact the Clerk or Cllr Coole if they would like this. 	<p>CW</p> <p>Cik</p> <p>Cik</p> <p>DC</p> <p>DC</p>																																										
13	<p>Trees and Open Space</p> <ol style="list-style-type: none"> 1. Trees 																																											

	<p>a. Survey The survey report has recommended the following and the Clerk is requested to obtain quotes for the works.</p> <p>i. The most significant trees are a fine mature beech (T632) and a tall ash (T631). Although a branch recently broke out from the ash, both trees are showing good vigour with no sign of any basal decay and no tree work has therefore been recommended other than very minor crown lifting for the beech to prevent obstruction of the path and road.</p> <p>ii. The ash (T640) has twin stems with the eastern stem leaning over the path towards the road. Reduction of this stem is recommended to reduce any risk of break out and to encourage the straighter, western stem to dominate in the future.</p> <p>iii. Garden prunings have been dumped in the area. Whilst this may be unsightly, it will not affect the health of the trees.</p> <p>iv. Removal of 2 saplings recommended on map.</p> <p>b. Removal of Laurel Bushes Brook Way/Foundry Rd. Cllrs felt that 'green corridors' were appreciated by parishioners and the laurels should not be removed simply to expose the green waste fly tipping. Cllr Coole suggested that TARCA with volunteers from adjacent properties might clear the waste and will look into it.</p> <p>2. Open Spaces</p> <p>a. Cllr Heslop reported that he had responded to Parker Bullen regarding possible charges against the Chalk Pit and Coronation Field. He had confirmed they did not apply, and Land Registration should proceed. Confirmation of action is awaited.</p> <p>b. The Clerk was requested to start the process for The Green as previously agreed.</p> <p>3. Boundaries. The solicitor has discussed the matter of BBPF with the selling agent.</p>	<p>Cik</p> <p>DC</p> <p>Cik</p>
14	<p>Footpaths and Highways</p> <p>1. Cllrs to report any footpath issues.</p> <p>a. Bury Hill Ring. Countryside N are awaiting comment from Historic England as agreed before taking this further. The Clerk was asked to liaise further.</p> <p>b. Footpath 2. Cllr Eyre observed that the barbed wire fence on the upside of the path had fallen in places and could become a hazard. He also wondered if the path could be widened but was advised that the specified width need only be 1.5m.</p> <p>2. Road Safety Cllrs noted that vehicles, particularly one lorry, regularly parked adjacent to the Green but near the bend at Clatford Manor and felt this was unsafe. While there are no parking restrictions in the area (yet) Cllr Coole agreed to talk to the company owner of the vehicle.* Comment was also made that several vehicles had taken to parking on and blocking the footpath above Clatford Manor on Red Rice Rd. It was agreed that the Clerk should produce a letter to householders asking for their assistance in stopping this.</p> <p>3. Cllr Newell to report any street lighting issues Cllr Newell had no issues to report and stated that as this was his last meeting he was preparing a more meaningful file for this portfolio role. The Chairman thanked Cllr Newell for his overall contributions and work on Planning, Finance and Lighting.</p>	<p>Cik</p> <p>DC</p> <p>Cik</p> <p>AN</p>
15	<p>External Committees and Events</p> <p>1. Report on changes to the website. Cllr Eyre stated that there had been various updates and asked that Cllr Coole use his NDP WG to offer the website services to local businesses..</p> <p>2. Cllr Mrs Kennedy to report of upcoming events at the Village Hall. Cllr Kennedy reported that the next film was Stan and Ollie on Mon 15 Apr 19 and in in the Chris Walker and the Pedigree Jazz Band were playing on Sat 8 Jun 19.</p> <p>3. Cllrs to report on other meetings Nothing to report.</p>	<p>DC</p>
16	<p>Correspondence and E mail</p> <p>1. 14 Mar. Cllr Flood. Goodworth Clatford Referendum result. Copied to CCE</p> <p>2. 17 Mar. Cik. Spoke to parishioner in Brook Way re use of and need to make good parish land in area. Related contacts with Cllr CW 20 Mar and parishioner 21 & 22 Mar. Chairman has also visited. Land raked and re-seeded.</p> <p>3. 19 Mar. TVAPTC. Minutes - Test Valley Association of Parish and Town Councils - 28 February. Copied to all Cllrs.</p> <p>4. 20 Mar. TVBC. Save the date - Test Valley Borough Civic Service 2019 2 Jun 19 Romsey Abbey. Invitation to Chairman.</p> <p>5. 22 Mar. TVBC. Increased dog waste bin charges are non-negotiable. Sent to Chairman recommending complaint via Ward Cllr.</p> <p>6. 23 Mar. CPRE Campaigns. Take action for a litter-free future. Copied to Cllrs</p> <p>7. 27 Mar. PKF. HA0265 - 2018/19 AGAR PKF Littlejohn instructions. (Audit)</p> <p>8. 28 Mar. CPRE. Mar Newsletter. Copied to Cllrs</p> <p>9. 29 Mar. TVBC. Test Valley Borough Landscape Character Assessment Update. Copied to</p>	

	<p>NS for NDP WG</p> <p>10. 1Apr. Barton Stacey PC. Wheelabrator email group update. Copied to Cllrs</p> <p>11. 1 Apr. TVBC. CIL Bidding 2019. Copied to all Cllrs. Clerk to clarify scale v s106.*</p> <p>12. 3 Apr. TVBC. Minutes - Northern Area Planning Committee - 28 March 2019</p> <p>13. 3 Apr. HALC. Governance and Accountability Practitioners Guide. Copied to Fin Ctee members.</p> <p>14. 3 Apr. Parishioner. Waste wood from bench repairs on Upper Clatford Green. Carpenter contacted and will remove on return to UK.</p> <p>15. 3 Apr. TVBC. Notification of Election Nominees. All 7 nominees for Upper Clatford PC (existing Cllrs less C Eyre and A Newell) elected as uncontested. Current Council remains in place until 7 May 19</p> <p>16. 4 Apr. TVBC. NDP Update. Sent to Cllrs</p> <p>17. 9 Apr. TVBC. Committee Notification Balksbury Bridge House 5.30pm 18 Apr in the Upper Guild Hall. Copied to Chairman. Cllrs requested copy*</p>	<p>Cik</p> <p>Cik</p>
	<p>Councillors to request any items to be included within the agenda for the Meeting to be held Wednesday 8th May 2019</p> <p>Co-option of C Eyre</p> <p>Harewood Forest Incinerator</p>	

Meeting Closed at 9.35 pm