UPPER CLATFORD PARISH COUNCIL MINUTES FROM THE MEETING HELD ON WEDNESDAY 14TH SEPTEMBER 2016

AT 7.30PM IN THE KING EDWARD VII MEMORIAL HALL
THESE MINUTES REMAIN A DRAFT UNTIL AGREED AS A CORRECT RECORD AT THE NEXT MEETING TO BE HELD
ON WEDNESDAY 12th October 2016

Present:	Parish Cllrs S Kennedy (Chairman), S Butler (Vice Chairman), A Newell, Mrs C Williams, A Wilson, HCC Cllr A Gibson, TVBC Cllr M Flood Minutes – C Emmett, Parish Clerk
Apologies:	Clir P Butler, Clir Foster, TVBC Clir G Stallard,

1	Apologies for absence. As above. Cllr J Foster has also submitted his resignation.	
2	To receive and accept declarations of interest. Nil	
3	Public Participation. 3 members of the public attended and spoke on: a. A possible development of housing at ERA Park. Pre-advice action may be ongoing but no formal application had yet been lodged with TVBC, the Planning Authority. b. The need for repainting and enforcement of double yellow lines in Village Street by the Public House to reduce hazards, ensure line of sight passing places are available and ease access to the adjacent lane.	
4	To approve the minutes from the meeting held on 10 th August 2016. Councillors agreed that the minutes were a correct record of proceedings accepted. Cllr S Kennedy signed and dated the minutes to confirm this resolution.	
5	To receive the Clerk's progress report since the meeting held on 10 th August 2016 a. Item 5b. Employment Contract decision. Not resolved b. Item 5c. The Parish Council must write to Pensions Regulator by staging date (1 Jan 17) confirming review and that employee will not be taking up a pension under the new pension arrangements. Pending c. Item 5f – 5g. Strimming play parks perimeters. Task passed to TVBC 15 Aug and completed on 20 Aug. Complete d. Item 5h. Filling dip in BBPF. See item 10.3 e. Item 5i. Obtain quotes for refurbishment of AVPF climbing frame. See item 10.2a f. Item 5j. Pavilion blanked window repainting required. Volunteer task, g. Item 5.4 Item 11a Foundry Road Tree stump. See item 11a, h. Item 5.4 Item 11c. Survey. See item 11b. i. Item 6a. Objection and comments on Manor Rise planning application submitted on 10 Aug 16. Complete j. Item 10a. Replace AVPF roundabout seat. See item 10.2b k. Item 10 b & c. Clear play park perimeters. Completed on 20 Aug l. Item 10d(2) Quotes for shower repair/replacement. See item 10.4b m. Item 10d(2) Quotes for shower repair/replacement. See item 10.4b m. Item 10d(2) Hasten Quotes for hedge cutting – Received. Approval to contract given. n. Item 11d. Contact Estate agents re hedge at Old Post Office. Spoke to Hamilton Parker Buckingham on 31 Aug 16 who will let the owner know. Not yet cut. Hasten. o. Item 12a. Contact PCSO about dangerous parking in Foundry Lane. See item 12.1a p. Item 14a. Review financial regulations against new HALC model. Pending. q. Item 14k. Liaise on use of The Green for marquee on 3 Sep. Checked with insurers and notified parishioner. Complete.	Clk Clk
6	Planning – Planning sub-committee to report on the following	

6.1	applications: 16/01861/FULLN Horse Meadow, Red Rice. Replacement 7 Bed dwelling.	
3.1	30 Aug NO OBJECTION submitted	
6.2	16/01825/FULLN Horse Meadow, Red Rice. Amend appearance. 30 Aug NO OBJECTION submitted	
6.3	16/01948/FULLN Cricklade Lodge. Demolish, erect 2 storey dwelling. 1	
	Sep, NO OBJECTION but with comment re turning and entry onto main road.	
6.4	16/01943/FULLN Reed Cottage, Village St. 2 storey extension. 1 Sep, NO OBJECTION submitted	
6.5	16/01944/LBWN Reed Cottage, Village St. 2 storey extension. 1 Sep No objection submitted	
7	Borough Councillor Report Cllr Flood reported back on the non-parish matters raised at the last meeting. She drew attention to the apprenticeship website and informed all that the 'Rendezvous' was now a driving test theory facility. A parish Cllr asked if restrictions on using the village roads had been placed on contractors vehicles servicing the work at Horse Meadow, Red Rice. Cllr Flood agreed to look into it.	MF
8	County Councillor Report Cllr Gibson agreed that he or Cllr Flood would contact appropriate individuals regarding the parish yellow line issues if a	Clk
	reminder email could be sent to him. He also agreed to take up the issues	Jin
	regarding the road surface at the bottom of Sam White's Hill and the cutting of	AG
	RBW No14. He discussed Boundary Commission work and the indication	
	that the Andover might in future come under the Romsey MP. He explained	
	the emphasis within HCC to 'work smarter'. He also advised the Council that	
	he had approved a grant to the Tennis Club at Era Park.	
	Cllr Wilson raised the concern that the proposed introduction of charges for building waste from individuals might lead to unauthorised fly tipping.	
	ballong waste from individuals might lead to unauthorised by upping.	
_	The Chairman thanked both Cllr Flood and Cllr Gibson who left at this point.	
9	Finance:	
	To receive and approve the financial statement for the period 1st August 2016 – 31st August 2016. Agreed. The Chairman signed the statements to	
9.1	2016 – 31st August 2016. Agreed. The Chairman signed the statements to confirm acceptance.	
9.1	2016 – 31st August 2016. Agreed. The Chairman signed the statements to confirm acceptance. To approve payments to be made.	
9.1	2016 – 31st August 2016. Agreed. The Chairman signed the statements to confirm acceptance. To approve payments to be made. Amount Payee	
9.1	2016 – 31st August 2016. Agreed. The Chairman signed the statements to confirm acceptance. To approve payments to be made. Amount Payee £641.28 TVBC (GM031 Apr - Jun 16)	
9.1	2016 – 31st August 2016. Agreed. The Chairman signed the statements to confirm acceptance. To approve payments to be made. Amount Payee £641.28 TVBC (GM031 Apr - Jun 16) £514.18 TVBC (GM031a Apr - Jun 16)	
9.1	2016 – 31st August 2016. Agreed. The Chairman signed the statements to confirm acceptance. To approve payments to be made. Amount Payee £641.28 TVBC (GM031 Apr - Jun 16) £514.18 TVBC (GM031a Apr - Jun 16) £336.00 C Emmett (Clerk Salary)	
9.1	2016 – 31st August 2016. Agreed. The Chairman signed the statements to confirm acceptance. To approve payments to be made. Amount Payee £641.28 TVBC (GM031 Apr - Jun 16) £514.18 TVBC (GM031a Apr - Jun 16) £336.00 C Emmett (Clerk Salary) £65.01 B Baker (Wkt Prep)	
9.1	2016 – 31st August 2016. Agreed. The Chairman signed the statements to confirm acceptance. To approve payments to be made. Amount Payee £641.28 TVBC (GM031 Apr - Jun 16) £514.18 TVBC (GM031a Apr - Jun 16) £336.00 C Emmett (Clerk Salary) £65.01 B Baker (Wkt Prep) £84.00 HM Revenue & Customs 120PL00288568	
9.1	2016 – 31st August 2016. Agreed. The Chairman signed the statements to confirm acceptance. To approve payments to be made. Amount Payee £641.28 TVBC (GM031 Apr - Jun 16) £514.18 TVBC (GM031a Apr - Jun 16) £336.00 C Emmett (Clerk Salary) £65.01 B Baker (Wkt Prep) £84.00 HM Revenue & Customs 120PL00288568 £34.75 C Emmett (Clerk Expenses)	
9.1	2016 – 31st August 2016. Agreed. The Chairman signed the statements to confirm acceptance. To approve payments to be made. Amount Payee £641.28 TVBC (GM031 Apr - Jun 16) £514.18 TVBC (GM031a Apr - Jun 16) £336.00 C Emmett (Clerk Salary) £65.01 B Baker (Wkt Prep) £84.00 HM Revenue & Customs 120PL00288568 £34.75 C Emmett (Clerk Expenses) £1,384.52 Came & Company	
9.1	2016 – 31st August 2016. Agreed. The Chairman signed the statements to confirm acceptance. To approve payments to be made. Amount Payee £641.28 TVBC (GM031 Apr - Jun 16) £514.18 TVBC (GM031a Apr - Jun 16) £336.00 C Emmett (Clerk Salary) £65.01 B Baker (Wkt Prep) £84.00 HM Revenue & Customs 120PL00288568 £34.75 C Emmett (Clerk Expenses) £1,384.52 Came & Company Approval and Acceptance of Annual Audit. Notice of Conclusion of Audit was published on 15 Aug 16 with requisite information defined by Section 13(1) of the Accounts and Audits Regulations 2015. The Parish Council resolved that	
9.1 9.2 9.3	2016 – 31st August 2016. Agreed. The Chairman signed the statements to confirm acceptance. To approve payments to be made. Amount Payee £641.28 TVBC (GM031 Apr - Jun 16) £514.18 TVBC (GM031a Apr - Jun 16) £336.00 C Emmett (Clerk Salary) £65.01 B Baker (Wkt Prep) £84.00 HM Revenue & Customs 120PL00288568 £34.75 C Emmett (Clerk Expenses) £1,384.52 Came & Company Approval and Acceptance of Annual Audit. Notice of Conclusion of Audit was published on 15 Aug 16 with requisite information defined by Section 13(1) of the Accounts and Audits Regulations 2015. The Parish Council resolved that they been accepted and agreed unanimously.	
9.1 9.2 9.3	2016 – 31st August 2016. Agreed. The Chairman signed the statements to confirm acceptance. To approve payments to be made. Amount Payee £641.28 TVBC (GM031 Apr - Jun 16) £514.18 TVBC (GM031a Apr - Jun 16) £336.00 C Emmett (Clerk Salary) £65.01 B Baker (Wkt Prep) £84.00 HM Revenue & Customs 120PL00288568 £34.75 C Emmett (Clerk Expenses) £1,384.52 Came & Company Approval and Acceptance of Annual Audit. Notice of Conclusion of Audit was published on 15 Aug 16 with requisite information defined by Section 13(1) of the Accounts and Audits Regulations 2015. The Parish Council resolved that they been accepted and agreed unanimously. Annual Budget Planning. The Chairman advised Cllrs that a budget	
9.1 9.2 9.3	2016 – 31st August 2016. Agreed. The Chairman signed the statements to confirm acceptance. To approve payments to be made. Amount Payee £641.28 TVBC (GM031 Apr - Jun 16) £514.18 TVBC (GM031a Apr - Jun 16) £336.00 C Emmett (Clerk Salary) £65.01 B Baker (Wkt Prep) £84.00 HM Revenue & Customs 120PL00288568 £34.75 C Emmett (Clerk Expenses) £1,384.52 Came & Company Approval and Acceptance of Annual Audit. Notice of Conclusion of Audit was published on 15 Aug 16 with requisite information defined by Section 13(1) of the Accounts and Audits Regulations 2015. The Parish Council resolved that they been accepted and agreed unanimously. Annual Budget Planning. The Chairman advised Cllrs that a budget planning meeting for next year would be held in November and asked all to	
9.1 9.2 9.3	2016 – 31st August 2016. Agreed. The Chairman signed the statements to confirm acceptance. To approve payments to be made. Amount Payee £641.28 TVBC (GM031 Apr - Jun 16) £514.18 TVBC (GM031a Apr - Jun 16) £336.00 C Emmett (Clerk Salary) £65.01 B Baker (Wkt Prep) £84.00 HM Revenue & Customs 120PL00288568 £34.75 C Emmett (Clerk Expenses) £1,384.52 Came & Company Approval and Acceptance of Annual Audit. Notice of Conclusion of Audit was published on 15 Aug 16 with requisite information defined by Section 13(1) of the Accounts and Audits Regulations 2015. The Parish Council resolved that they been accepted and agreed unanimously. Annual Budget Planning. The Chairman advised Cllrs that a budget	
9.1 9.2 9.3	2016 – 31st August 2016. Agreed. The Chairman signed the statements to confirm acceptance. To approve payments to be made. Amount Payee £641.28 TVBC (GM031 Apr - Jun 16) £514.18 TVBC (GM031a Apr - Jun 16) £336.00 C Emmett (Clerk Salary) £65.01 B Baker (Wkt Prep) £84.00 HM Revenue & Customs 120PL00288568 £34.75 C Emmett (Clerk Expenses) £1,384.52 Came & Company Approval and Acceptance of Annual Audit. Notice of Conclusion of Audit was published on 15 Aug 16 with requisite information defined by Section 13(1) of the Accounts and Audits Regulations 2015. The Parish Council resolved that they been accepted and agreed unanimously. Annual Budget Planning. The Chairman advised Clirs that a budget planning meeting for next year would be held in November and asked all to consider what non-recurring / special project items they wished to include be	

10.2	the design of the cradle swing fixing bolts which seemed to be an area for water collection and then possible rusting. It was suggested this should be monitored and that the Clerk raise it as a design point with the manufacturer	Clk
	 Anna Valley Playing Field. a. Climbing frame base refurbishment. Quote received from BARSU accepted and addition purchase of wood chip agreed. Notify BARSU and purchase. b. Replace AVPF roundabout seat. Replacement quote is £38 + £11.50 	Clk
10.3	carriage. The seat is a new pattern and needs drilling. The clerk has requested a quote for both fitting the seat and replacing the bearings as recommended in the Playsafety report. Hasten	Clk
10.4	Balksbury Bridge Playing Field. Concern was expressed that simply filling the dip might not resolve the water pooling. Clerk was tasked to contact the Minerals and Waste dept for advice. Cllr Humbee was the suggested contact. Sports Field	Clk
	a. Grass Cutting 2017. Cllr S Butler made a case for maintaining the cricket pitch and square next year and purchasing items from the disbanded UCCC. This was to ensure charity matches could be played and that no excessive costs would be incurred in bringing the wicket back to standard if needed next year or in 2018. Cllr Butler suggested that 11 charity	Clk
	matches could be arranged. It was agreed that routine grass cutting should continue as for this year and that the wicket maintenance as quoted by Greensleeves on 15 Aug 16 was approved. He was also	SB
	authorised to negotiate the purchase of the sale items listed (mower, scoreboard, hand roller, stumps and umpire coat, kitchen equipment and	Clk
	possibly the mechanical roller if available at a lower price) but was given a reduced budget. The Clerk was to write-off the old mower currently on the asset register.	Clk
	 Eco Fair. Cllr S Butler proposed to run an Eco-Fair next year to help boost income from the sports field and would bring proposals to the next meeting. 	SB
	c. Quotes for shower repair/replacement. A quote of £465 had been received however a parishioner had agreed to look and see if he can service them. The football club had confirmed it did not use the showers so their need was questioned. It was agreed that they should be isolated and drained down which would save on legionella testing time and costs next year unless reinstated.	Clk
	d. A quote has now been received for hedge cutting as last year. This can be done in late September early October. The quote was accepted and Clerk authorised to contract.	Clk
11	Trees and Open Space	
	 a. Foundry Road Tree stump. A gap in the existing stump was made by the fencer during erection of the new fence in Aug 16. The residual stump still needs re-treating with chemical to induce rot. b. Tree Survey. As the expected survey report had not been received it was 	Clk
	agreed to commission another. The clerk was asked to make contact with Sparsholt College c. A parishioner had reported that a willow in BBPF might be moving. This had been leaked at his best had been leaked at his best the Clerk and Clerk William at his part of the William at his part of t	Clk
	had been looked at by both the Clerk and Cllr William who were unsure about it. It should be surveyed.	Clk
12 12.1	Footpaths and Highways Clirs to report any highways or footpath issues a. Foundry Road Parking. The police had been contact but suggested liaising with the appropriate highways depts as there were no restrictions to enforce. A local resident has again written asking the for Parish	Clk

	raised with TVBC and HCC Cllrs earlier in the meeting. b. Yellow Lines in Village Street. The need for re-painting had been raised	Clk
	at item 3 and was to be referred to HCC/TVBC Cllrs. c. State of Road at Sam Whites Hill. As above	
12.2	Cllr Newell to report any street lighting issues. Cllr Newell report one light not work and would provide details to the Clerk for remedial action.	Clk
13	External Committees and Events	
13.1	Cllr S Butler report on changes to the website.	
13.2	CIIr Mrs Kennedy to report of upcoming events at the Village Hall. Cllr Kennedy reported that: lighting decisions had not been finalised; the car park surface is to be meshed, the next film would be Golden Years, a Village Hall website is being set-up and that a professional acting troupe would be visiting on 15 Oct 16.	
14	Correspondence and E-mail. Clerk to report the correspondence received. The Clerk summarised the correspondence received during the month and not yet covered under other items as shown below: a. Revised CIL Regulation 123 List is open for public consultation until 21 Sep 16. Copied to Planning Sub-Committee. b. 15 Aug. Bonfire courtesy notice request received from parishioner c. 18 Aug. TVAPTC Meeting 22 September – Agenda and revised constitution received. Copied to Clir Butler.	
	 d. 26 Aug. Neighbourhood Watch Newsletter Aug 16 e. 26 Aug. Neighbourhood Planning Event 24th Oct 16 Crossfield Hall Romsey 6 – 8pm. Cllr A Wilson has volunteered. Clerk to bid for place f. 30 Aug. NALC Community Led Housing Survey [30/9 Response Deadline] copied to Planning Sub-Committee. No feedback required. g. 31 Aug. 31 Aug. Introduction from a potential Locum Clerk. h. 6 Sep. Further letter from resident seeking Council support regarding difficult access onto Foundry Rd due to parking on the bend. See item 12.1a 	Clk
15	Annual Bonfire. It was confirmed that the annual bonfire should take place on Sat 5 November on The Green as in previous years. Cllrs S Butler and Newell agreed to supervise the event again. Cllr Kennedy was asked to arrange the First Aid cover and the Clerk was to contact the insurers and inform the police and fire service.	SB AN SK Clk
16	Parish Clerk & RFO Contract The Clerk remains unhappy with the 3 month notice requirement.	
17	Confidential Item The Clerk updated the Council.	
18	Councillors to request any items to be included within the agenda for the Meeting to be held Wednesday 12 th October 2016 a. New Budget Items b. Eco Fair	

The Meeting closed at 10.15 pm