

**UPPER CLATFORD PARISH COUNCIL**  
**MINUTES FROM THE MEETING HELD ON**  
**WEDNESDAY 10<sup>th</sup> JANUARY 2018**  
**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**

Present:	Parish Cllrs P Heslop (Chairman), C Crosthwaite Eyre, S Kennedy, A Lockhart, A Newell, C Williams, A Wilson, TVBC Cllr M Flood, HCC Cllr A Gibson (from item 5) Minutes – C Emmett, Parish Clerk (Clk)
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<b>1</b>	<b>Apologies for absence</b> TVBC Cllr G Stallard. The Chairman stated that he had received the resignation of Cllr S Butler who would also not be attending.	
<b>2</b>	<b>To receive and accept declarations of interest</b> Nil	
<b>3</b>	<b>Public Participation</b> There was 1 member of the public in attendance	
<b>4</b>	<b>To approve the minutes from the meeting held on 13<sup>th</sup> Dec 2017</b> It was noted that Cllr A Wilson was not present and that the parish boundary in relation to the Solar Farm at Cow Down had been raised under item 14. Clerk to issue amended minutes for record and website.	<b>Clk</b>
<b>5</b>	<p><b>To receive the Clerk's progress report since the meeting held on 13<sup>th</sup> Dec 2017</b></p> <ol style="list-style-type: none"> <li>1. Item 5.2. <b>MF to provide details of differences between Strategic Gap and Local Gap and the 'Settlement' map for the next meeting.</b> Cllr Flood summarised her email to the Clerk by referring to TVBC adopted Local Plan 2011-2029: Local Gaps - Policy E3 page 115. Local Gaps - Andover - Anna Valley/Upper Clatford (see inset maps 1.7 and 11). There is a historic difference between the two terms going back to when the planning system had a two plan approach. Strategic Gaps were originally identified by Hampshire County Council when they produced a Structure Plan with TVBC identifying local gaps in the local plan. The now withdrawn 2006 local plan identifies both, although just the only strategic gaps TVBC had were on the edge of Southampton and Valley Park. The removal of Structure Plans meant that as part of the current Local Plan the strategic gaps are classed either as local gaps or were deleted where they were no longer necessary. Cllr Flood has order maps for the Parish Council. Clerk was requested to send the email (Gaps &amp; Maps dated 9 Jan18) to all Parish Cllrs.</li> <li>2. Item 6. Confirm with TVBC that Clk is now the point of contact not Cllr CW. <b>Complete</b></li> <li>3. Item 8. Ownership of land adjacent to Watery Lane to be established <b>Complete</b></li> <li>4. Item 9. Chalk Pit. Obtain current photographs of the property. <b>Pending</b></li> <li>5. Item 9. Banking. Process application for Clerk's Debit Card on Treasurers Account. Signed by Cllrs PH and CW. Received 8 Jan. <b>Complete</b></li> <li>6. Item 9. Internal Auditor Agreement. The Clerk was requested to obtain a current quote/form of engagement with the IA. <b>Complete</b></li> <li>7. Item 10. Cllr SB continue to develop a plan for steps to first NDP initial public meeting. Not complete due to Cllr resignation. <b>Closed</b></li> <li>8. Item 11.2 AVPF Climbing Frame. Up to £ 500.00 on 5-6M3 of bark should be ordered. Pending card. TVBC should also be asked to add weed killing to the GM contract. Agreed on 8 Jan18. <b>Complete</b> Notify BARSU <b>Complete</b></li> <li>9. Item 11.2.b AVPF Bin. Leave the bin in place until joining the Lengthsman issue was resolved. Notify BARSU <b>Complete</b></li> <li>10. Item 11.3.a. BBPF Toddler swing seat. Received and held by Clerk. Clk to liaise with Cllr AN re fitting it. <b>Pending</b></li> <li>11. Item 11.3.b. BBPF Picnic Bench. Seek quote for replacing timbers with view to subsequent grant application. BARSU approached but do not do woodwork. <b>Pending</b></li> <li>12. Item 11.4.b. Showers. Hasten date from C McDonnell for completing this FY. <b>Pending reply</b></li> <li>13. Item 11.4.c. Wicket Maintenance. Quote from Greensleeves dated 14 Nov 17 to</li> </ol>	<b>Clk</b>

	<p>be accepted. <b>Complete</b></p> <p>14. Item 13.1.a. Contact owner of The Old Post Office re hedge trimming. <b>Not required after review by Cllrs.</b></p> <p>15. Item 13.1.b. Priority Cutting List – Old list to Cllrs. Add to Agenda <b>Complete</b></p> <p>16. Item 13.3.a. Speed indicator signs. Approach TVBC for purchase and maintenance. <b>Complete</b></p> <p>17. Item 13.3.c. Review of Current Road Traffic Regulations Orders. Request TVBC review double yellow lines in Foundry Rd and the imposition of a 20 mph zone throughout the built villages area of Anna Valley and Upper Clatford. <b>Complete</b></p> <p>18. Item 13.3.e. Contact LCAS regarding the position on enforcing roadside hedge/verge trimming. Reply copied to PH. <b>Complete</b></p> <p>19. Item 14.3. Cllr CCE will look into getting Broadband feedback and grants. <b>Ongoing</b></p> <p>20. Item 14.4. Community Governance Review. PH to liaise with neighbouring parishes as appropriate. <b>Complete. No further action.</b></p> <p>21. Item 15.9. GDPR – review ICO ‘12 steps to be taken now’. Agenda Item. <b>Complete</b></p> <p>22. Item 16. Obtain quote for repair of AVPF Public Notice Board. BARSU do not do that sort of work <b>Pending.</b></p> <p>23. Item 17. Notify Mrs A Lockhart of the decision to co-op. <b>Complete</b></p>	
<b>6</b>	<p><b>Planning</b></p> <ol style="list-style-type: none"> <li>1. Planning sub-committee to report on applications: Nil</li> <li>2. Church Crookham NALC Motion - Adequacy of residual parking a material planning consideration for both planning applications and for permitted development was discussed. The Clerk was asked to reply to HALC email of 20 Dec seeking support and example.</li> </ol>	<b>Clk</b>
<b>7</b>	<p><b>Borough Councillor to provide a monthly report</b> Cllr Flood reported:</p> <ol style="list-style-type: none"> <li>1. Discussions on the ‘Cultural Quarter have been extended to Andover College and Simply Health</li> <li>2. DWP will move in vacant space in Beechhurst in Feb 18.</li> <li>3. There is an ‘Extended Primary Care Hub’ in Andover covering the hours of 5 – 8pm on weekdays and 8am – 12pm on Saturdays.</li> <li>4. Community Governance Review first public consultation period ends on 29 Jan 18.</li> </ol>	
<b>8</b>	<p><b>County Councillor to provide a monthly report</b> Cllr Gibson reported:</p> <ol style="list-style-type: none"> <li>1. CCGs (less NW Hants) are moving into HCC offices to improve joint working and HCC is looking to invest in additional health facilities in the south of the county.</li> <li>2. Introduction of 20 mph zones in villages is unlikely due to the lack of support during the trial (report awaited) and finances available. Statutory issues will have priority.</li> <li>3. A proposal to raise Council Tax by 4.99% is being reviewed as HMG has now allowed up to 5.99%. There was inconclusive discussion about what the additional sum was and whether it would fill the ‘gap’ in central govt funding.</li> <li>4. The Chairman thank Cllr Gibson for his efforts in getting vegetation on village roads suitably cut back to improve visibility and safety.</li> <li>5. Cllr C Eyre asked about support for superfast broadband funding and indicated that coverage maps were erroneous. The centre of UC is not connected. Cllr Gibson felt maps available to HCC were better and agreed to set-up a meeting between Cllr C Eyre and the embedded BT rep in HCC.</li> <li>6. Cllr Newell asked about the car parking area on the junction of Wherwell and Stockbridge roads. Cllr Gibson confirmed that HCC had taken enforcement action to keep it accessible.</li> <li>7. The Chairman thanked HCC for an informative visit he was allowed to review the engineering assurance on the bridge at Fisherman’s Cottage. He was happy that a suitable, systematic programme was in place and that HCC Highways recognised the importance of the bridges listed status.</li> </ol>	<b>AG</b>

9	<p><b>Finance:</b></p> <ol style="list-style-type: none"> <li><b>To receive and approve the financial statement for 1<sup>st</sup> Dec 2017 – 31<sup>st</sup> Dec 2017.</b> Agreed by all. The Chairman signed and dated the statement to confirm acceptance. The Clerk was requested to confirm receipt of the outstanding cheque.</li> <li><b>To approve payments to be made</b> <table border="0" data-bbox="347 293 831 483"> <thead> <tr> <th>Amount</th> <th>Payee</th> </tr> </thead> <tbody> <tr> <td>£26.58</td> <td>SSE</td> </tr> <tr> <td>£340.00</td> <td>C Emmett (Salary)</td> </tr> <tr> <td>£85.00</td> <td>HMRC (PAYE)</td> </tr> <tr> <td>£10.00</td> <td>C Emmett (Expenses)</td> </tr> </tbody> </table> </li> <li><b>Internal Auditor – Term of Engagement.</b> A new copy has been requested</li> <li><b>Precept.</b> TVBC have notified that there are now 651 Band D equivalent dwellings (was 640) which means increase in proposed parish precept is less than 0.5%</li> </ol>	Amount	Payee	£26.58	SSE	£340.00	C Emmett (Salary)	£85.00	HMRC (PAYE)	£10.00	C Emmett (Expenses)	Cik
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10	<p><b>Neighbourhood Development Plan Update.</b></p> <ol style="list-style-type: none"> <li><b>WG Update</b> In the absence of Cllr Butler, Cllr C Eyre stated he was prepared to lead if required and felt that we needed to agree the extent of the area and create a Working Group (WG) that leads to the establishment of the Steering Committee(SG)/Neighbourhood Forum by developing a process to identify and recruit parishioners to the SG and develop a programme leading to the 'compliant' Community Meeting. He noted that unless the PC led, there should be at least 21 members of a Forum representing the diversity of the community. He shared some ideas of possible participants, the question of consultants and independent examiners, the constitution of the WG, budgets and funding. He had roughed out a draft activity plan leading to a Public Meeting Sep 18 which included WG meetings and reports to the PC. He emphasised his belief that communication was a key feature and that a more engaging website was needed as was use of social media. He proposed to assemble willing Cllrs (Cllrs Heslop, Newell, and Wilson) and the Clerk to a WG meeting before the next PC meeting Agreed. The Chairman thank Cllr C Eyre for his rapid work.</li> <li><b>Draft VDS Amendment.</b> A draft addendum to the VDS had been circulated to all Cllrs for use as an interim measure prior to adoption of any NDP. It was noted that the new Farm Shop needed to be included. The Clerk was requested to contact TVBC about the process of adding an addendum</li> </ol>	CCE  Cik										
11	<p><b>Playing Fields</b></p> <ol style="list-style-type: none"> <li><b>To report the weekly Monitoring of Play Park Equipment.</b> Cllr Wilson reported that he had found nothing new needing action in BBPF on inspecting that morning. Cllr Williams reported that pink spray paint graffiti had appeared on the slide steps in AVPF.</li> <li><b>Anna Valley Playing Field.</b> Climbing frame bark is to be ordered now the debit card has been received and TVBC have agreed to weed kill as part of the GM contract next year.</li> <li><b>Balksbury Bridge Playing Field.</b> Cllr Wilson suggest the PC consider planting new trees now as replacements 20 years hence.</li> <li><b>Sports Field.</b> The Clerk made the following points: <ol style="list-style-type: none"> <li>A Cllr should be appointed to replace Cllr Butler on sports field matters</li> <li>Showers. No date for work had yet been given and the budget line is for this year. He would hasten the approved contactor.</li> <li>Wicket Maintenance. Greensleeves have been notified that the ongoing wicket maintenance has been agreed.</li> </ol> </li> </ol>	Cik  Cik										
12	<p><b>Trees and Open Space</b> Cllr Wilson suggested we should be adopting a long-term approach to tree planting and should be looking at needs in 20 plus years now.</p>											
13	<p><b>Footpaths and Highways</b></p> <ol style="list-style-type: none"> <li><b>Cllrs to report any footpath issues.</b> It was noted that recent storms had caused branches to fall over the cycle way. Some have been cleared by users but others may need TVBC work. Clerk to contact TVBC</li> </ol>	Cik										

	<p><b>2. Footpath Priority Cutting Lists.</b> The PCL was agreed as 2, 3, 4,11 and RBW15. HCC to be notified</p> <p><b>3. Lengthsman Scheme</b> GC PC are reviewing their position on joining/leading on the Lengthsman Scheme. LCAS advice has been obtained on PC undertaking responsibility for roadside vegetation control should HCC not be able to do it. It indicates that HCC could delegate this by means of an arrangement under s.101 of the Local Government Act 1972. An arrangement under s.101 is voluntary. Advice is still awaited on whether joining the Lengthsman Scheme would constitute such an agreement.</p> <p><b>4. Road Safety</b></p> <p>a. Speed indicator signs. A response to the approach made to TVBC for purchase and maintenance of signs is awaited. Clerk to confirm receipt by TVBC.</p> <p>b. Item 13.3.c. Under the Review of Current Road Traffic Regulations Orders a request was made to TVBC review double yellow lines in Foundry Rd and the imposition of a 20 mph zone throughout the built villages area of Anna Valley and Upper Clatford. Clerk to confirm receipt of email.</p> <p><b>5. Cllr Newell to report any street lighting issues.</b> Nil</p>	<p><b>Cik</b></p> <p><b>Cik</b></p> <p><b>Cik</b></p>
<p><b>14</b></p>	<p><b>External Committees and Events</b></p> <p>a. <b>Cllr Butler to report on changes to the website.</b> The Clerk reported notification from WebWorks2 re Domain Name 2 year subscription (£58) had been received. Invoice to follow. All agreed to renew for 2 years.</p> <p>b. <b>Cllr Mrs Kennedy to report of upcoming events at the Village Hall.</b> Cllr Kennedy advertised the film due on Mon 15 Jan 18.</p> <p>c. <b>Cllr Crosthwaite Eyre to report on Faster Broadband.</b> See item 8. Cllr Eyre to meet BT rep in HCC</p> <p>d. <b>Community Governance Review.</b> The Chairman had met with the Chair of AVPC on common issues and understood they had joined a Lengthsman Scheme. They had considered an NDP but felt the Local Plan adequately covered the needs of the community although they share similar concerns about development in the Local Gap. Regarding the mutual Parish Boundary, there was no desire for any change. No changes to be proposed.</p>	
<p><b>15</b></p>	<p><b>Correspondence and E mail.</b> Clerk to report on correspondence and emails</p> <p>a. 14 Dec. HCC, Access Hampshire: Issue 6. Copied to AW</p> <p>b. 15 Dec. HALC Citizens Advice Briefing - Rural Post Office Use</p> <p>c. 15 Dec. HALC House of Lords Research Briefing - Agriculture, Fisheries and the Rural Economy</p> <p>d. 15 Dec. HALC Public Consultation - Shaping the Future of England's Strategic Roads. Sent to Cllrs</p> <p>e. 19 Dec. TVBC Section 106 Parish Update - Upper Clatford - December 2017. Sent to Chairman.</p> <p>f. 20 Dec. HALC HCC is <b>New Legal Helpline Service Provider</b> for Member Councils wef 1st January 2018. Now HCC via HALC. Copied to Chairman.</p> <p>g. 20 Dec. HALC. NALC have recently issued some guidance in respect of the General Data Protection Regulations (<b>GDPR</b>). Unfortunately (ICO) is still writing and revising its advice for small organisations, Until further advice received from the ICO we are unable to be more definitive around this at this stage and we will be issuing further guidance in February and April.</p> <p>h. 20 Dec. HCC News for Local Councils. Sent to Cllrs</p> <p>i. 21 Dec. Expression of interest in joining PC from a parishioner. Sent to Chairman</p> <p>j. 22 Dec. TVBC Planning confirm that the <b>solar farm</b> at Cowdown does fall within the parish (UC) but that this was not recognised during consultation on the application 14/00949/FULLN. 4 Jan. TVBC Planning. Although there was a Section 106 agreement for the Cowdown Solar Farm site there weren't any financial contributions secured through it. This is most likely because there aren't any new dwellings relating to the development. Clerk to ask for clarification</p>	<p><b>Cik</b></p>

	<p>k. 28 Dec. HMRC 20 Dec notification that <b>VAT system update</b> will mean UC PC will get a new Reference No to replace customer ID number. Details are to follow</p> <p>l. 3 Jan. JobCentre Plus. Please, would you consider adding <a href="http://www.jobcentrenearme.com">http://www.jobcentrenearme.com</a> to your website. Added</p> <p>m. 3 Jan. Rural Vulnerability Service - <b>Rural Broadband</b> - January 2018. Passed to CCE.</p> <p>n. 4 Jan. TVBC Electoral Service note on Casual Vacancies for Parish Councils.</p> <p>o. 5 Jan. PC copy of email of resignation of Cllr SB.</p> <p>p. 8 Jan. HALC - <b>Freedom of Information Code of Conduct Consultation notification.</b> Cllk to review</p> <p>q. 8 Jan. HALC - Final Audit Annual return documentation 2017/18. Sent to Fin Ctee members.</p> <p>r. 8 Jan. HALC - Support sought to change Sustainable Communities Act legislation regarding second/holiday homes</p> <p>s. 10 Jan. HALC e-update Jan 18. Sent to Cllrs</p> <p>t. 9 Jan. Invitation to Memorial Service for Honorary Alderman Ken Thornber 2 March. Sent to PH</p> <p>u. 10 Jan. Webworks 2. Role of Web Manager. Sent to CCE</p>	<b>Cllk</b>
<b>16</b>	<b>Notice Board.</b> The Clerk reported that a quote for repair of the public notice board in Anna Valley is being sought however any contact for a suitable carpenter or handyman to approach would be appreciated. There was then discussion about whether doors should be added to the board to protect the notices and pinboard. Cllr Kennedy suggested this could be problematic due to weight, wind and locking.	<b>Cllk</b>
<b>17</b>	<p><b>Councillor Vacancies</b></p> <p>1. Cllr Butler resignation. Advertising for election to fill post displayed on 9 Jan 17. As soon as possible after Tue 30 Jan 18 (14th day date), TVBC will confirm whether an Election will be held or whether the Parish Council may fill the vacancy by co-option. Rolls to be filled:</p> <ul style="list-style-type: none"> <li>• Deputy Chairman</li> <li>• Sports Field Lead</li> <li>• Website Manager – Cllr C Eyre has agreed to assume the role.</li> <li>• Finance Committee Member</li> <li>• While not a responsibility discharged by Cllr Butler, the Clerk also suggested a lead for Playparks be appointed. Cllr Lockhart volunteered.</li> </ul> <p>Cllr Kennedy proposed that a formal 'Vote of Thanks' be recorded for Cllr Butler for his efforts on the Parish Council. Seconded by Cllr Wilson. Passed unanimously.</p> <p>2. Two other Parish Council vacancies exist. These have been advertised and may be filled by co-option. Mr D Coole has expressed interest and submitted a resume. The Chairman invited him to make any further statement he wished. He did so and then left the meeting. His interest and skills were then discussed and it was agreed that he be invited to join the Parish Council as a co-opted member.</p>	<b>Cllk</b>
<b>18</b>	<b>Transparency.</b> Transparency has been used as the heading for this item but should read 'Transparency & Data protection' as different rules/codes apply. Under Transparency action is ongoing to appropriately display Council assets. Data protection is undergoing a significant change under the General Data Protection Rules (GDPR) and the ICO has issued a <b>12 Steps Guide</b> on action which should now be taken. This was issued to Cllrs with a request to review and indicate areas where we may need action. Currently the Clerk has been designated the Data Protection Officer and is attending a course on 11 Jan 18 at HALC.	<b>Cllrs</b>
<b>19</b>	<p><b>Councillors to request any items to be included within the agenda for the Meeting to be held Wednesday 14<sup>th</sup> February 2018</b></p> <ul style="list-style-type: none"> <li>• <b>Defibrillator Management</b> – Cllr Williams</li> <li>• <b>Newsletter</b> (not on Jan 18 meeting agenda as requested)</li> </ul>	

The meeting finished at 2159