

UPPER CLATFORD PARISH COUNCIL
MINUTES FROM THE MEETING HELD ON
WEDNESDAY 12TH JULY 2017
AT 7.30PM IN THE KING EDWARD VII MEMORIAL HALL

Present:	Parish Cllrs P Heslop (Chairman), S Butler (Vice Chairman), S Kennedy, C Williams, A Newell, A Wilson, TVBC Cllr M Flood Minutes – C Emmett, Parish Clerk
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1	Apologies for absence Cllr Stallard	
2	To receive and accept declarations of interest	
3	Public Participation Mr & Mrs Andy Jordan attended to answer any questions on the planning application at item 6.5. The Old Post Office.	
4	To approve the minutes from the meeting held on 14th June 2017 Councillors agreed that the minutes were a correct record of proceedings. Cllr P Heslop signed and dated the minutes to confirm this resolution.	
5	To receive the Clerk's progress report since the meeting held on 14th June 2017 1. Item 4. Revised/approved May minutes to webmaster. Complete 2. Item 6.2. Submit planning response to Poplar Vale. Complete 3. Item 10.1 Check frequency of playpark inspection required by other insurers. Another requires it monthly by PC and annually by ROSPA. They have been asked how they would view the annual bonfire Ongoing 4. Item 10.2.b. Obtain quote for rubber matting under climbing frame AVPP. Complete 5. Item 11. Contract with Rhys Dobbs re trees, The Green and ask for quotes BBPF willows and stump Foundry Rd. Complete 6. Item 11.3. Advise parishioner re green space use Valley Mead. Complete 7. Item 12.1. Confirm footpath priority cutting list dates with HCC (all Jul 17 but HCC cannot control when in the month the contractor will do the work) Complete 8. Item 12.2. Liaise with HCC Cllr re items to be discussed at next meeting. Complete 9. Item 13.2. Liaise with TVBC GM re cutting grass in VH car park. Spoke 19 Jul Complete 10. Item 15. Asset Register: Confirm accounting method for buildings and detail both Pavilion and Chalk Pit. See item 15. Complete 11. Item 15 Asset Register. AN to research ownership and value of street lights. See item 15. Complete 12. Item 15. Cllrs to review condition of assets on walkabout. Conditioning not actioned. 13. Item 16. Transparency. Give Chairman copies of all procedures for review. Complete 14. Item 16. Transparency. Map property for website. Problem with map disc. Pending 15. Item 17. Planning Statement. Issue Planning toolkits to Cllrs. Complete 16. Item 18. Liaise with solicitors. Response awaited on return from leave 17 Jul 17 Pending	Cik
6	Planning – Planning sub-committee to report on the following applications: 1. 17/01249/FULLN. Change of Use barn to dwelling, Poplar Vale Foundry Rd. Objection submitted 15 Jun 17 2. 17/01395/FULLN. Single Storey Extension 14 Valley Mead. No Objection submitted 21 Jun 17 3. 17/01566/TPON. Remove 1 x Horse Chestnut. 8 Brook Way. No objection submitted 30 Jun 17 4. 17/01542/TREEN. Remove 1 x Sycamore. The Old Malt House Upper Clatford. Concerns were raised about total removal however advice received indicated applying a TPO is not appropriate and therefore TVBC permission was given. 5. 17/01564/LBWN. Repair ceilings, access hatch to roof void, re-wiring, re-plumbing, new radiators, double glazed lounge door, upgrade chimney flues, greenhouse, shed, oil tank and external boiler. The Old Post Office, Upper Clatford. The Planning Sub-Committee recommended NO OBJECTION and had no questions for Mr & Mrs Jordan. Agreed. No objection is to be submitted to TVBC. Mr & Mrs Jordan left at this stage	Cik
7	Borough Councillor to provide a monthly report. Cllr M Flood offered to liaise with the	MF

	<p>GIO regarding the map disc and reported:</p> <ol style="list-style-type: none"> 1. Development of parish planning documents does not have to coincide with similar planning by the Authority (TVBC) 2. Public toilets in George Yard Andover have been opened but with a security guard to deter misuse by substance abusers. This is not financially sound and a trial scheme has been agreed with 3 commercial premises (COSTA, CAFÉ NERO and the REDBRIDGE) for the public to use their WCs without obligation to make purchases. 															
8	<p>County Councillor to provide a monthly report. Cllr A Gibson reported that due to changes in other parishes he now had 4 different meeting to try and attend that night. He gave the following updates:</p> <ol style="list-style-type: none"> 1. HCC Savings consultation has been published. 2. The Lengthsman Scheme has been extended and now includes the parishes run by the Clerk in Weyhill. He has asked the coordinator of the Stockbridge scheme if 4 additional parishes including Upper Clatford can be absorbed and is awaiting a reply. 3. No engineers report/survey has been raised on the bridge in Church Lane following the gritter lorry crossing as it was not deemed necessary by HCC Highways after an inspection. He stated that there were no systematic/routine periodic checks. Concern was expressed and a Cllr made comment that a crack in this bridge had been identified a few years ago and perhaps needed monitoring. Noted by Cllr Gibson. The Post has now been straightened. 4. There was discussion regarding the request for yellow lines in Foundry Rd and the possible loan from TVBC of illuminated speed warning signs. 5. Parish Cllrs asked about electric vehicle charging point provision. Cllr Gibson would investigate. <p>The Chairman thanked Cllrs Flood and Gibson who left at this point.</p>	<p>AG</p> <p>AG</p>														
9	<p>Finance:</p> <ol style="list-style-type: none"> 1. To receive and approve the financial statement for 1st June 2017 – 30th June 2017. The Clerk summarised points in the statement and commented that ANT Scaffolding has written requesting to renew the lease or purchase the Chalk Pit. Renewal is to be discussed with the solicitors and a surveyor. The Chairman signed and dated the statement to confirm acceptance. 2. To approve payments to be made. <table> <thead> <tr> <th>Amount</th> <th>Payee</th> </tr> </thead> <tbody> <tr> <td>£80.60</td> <td>Lexis Nexis (Local council Admin Edn 10)</td> </tr> <tr> <td>£45.00</td> <td>B & A Baker Ltd (Wkt prep & petrol pre 18 Jun)</td> </tr> <tr> <td>£24.94</td> <td>SSE (Pavilion electricity)</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>£40.00</td> <td>B & A Baker Ltd (Wkt prep pre 2 Jul)</td> </tr> </tbody> </table>	Amount	Payee	£80.60	Lexis Nexis (Local council Admin Edn 10)	£45.00	B & A Baker Ltd (Wkt prep & petrol pre 18 Jun)	£24.94	SSE (Pavilion electricity)	£340.00	C Emmett (Salary)	£85.00	HMRC (PAYE)	£40.00	B & A Baker Ltd (Wkt prep pre 2 Jul)	Clk
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10	<p>Playing Fields</p> <ol style="list-style-type: none"> 1. To report the weekly Monitoring of Play Park Equipment. Cllrs Wilson and Williams and Mr Emmett have inspected the parks during the month and have the following to report: <ol style="list-style-type: none"> a. BBPF. Damage (fire and graffiti) to the picnic table was reported. No action required now but replacement was to be considered in time. TVBC had done a good job of trimming the park edges that week. b. AVPF. Cllr Williams reported that pink paint graffiti had been applied to some of the pieces of play equipment. 2. Anna Valley Playing Field. The Clerk had obtained clarification from the PlaySafety inspector about the climbing frame which is summarised by the comments: 'doesn't meet the current standards, but it also doesn't NEED to because it pre-dates the standards.... As the item predates the standards, and the risk assessment is reasonable, these failures don't require any remedial action. An indicative quote for rubber matting below the climbing frame has been received at approx. £5900. Noting that there is no record or accidents on the equipment it was proposed that the Parish Council accept the risks for the time being. Agreed. 3. Balsbury Bridge Playing Field. The rope swing has been removed and an alternative contractor has agreed to quote on the willows. The Clerk was asked to get a quote for adjusting the swing chains as recommended by PlaySafety. A quote for repairs to rubber matting has been requested. 	Clk														

	<p>4. Sports Field. The Chairman directed that the garage/store shed be brought onto the Asset Register. The Clerk was to check the insurance policy about the roller and mower and write to the keyholders regarding control and use of those equipments being limited to competent users only. It was agreed that the showers (thermostats) were to be repaired as soon as possible within a budget of £400. A quote for re-levelling the floor is to be obtained. Re-engaging SWMS will then be considered. It was agreed that an wiring/electrical inspection be commissioned.</p>	<p>Cik Cik Cik Cik Cik</p>
11	<p>Trees and Open Space. Cllr Williams reported that a parishioner in Taskers Drive has requested permission to pay for and remove a tree in Foundry Rd adjacent to his fence. Agreed. The Clerk reported that:</p> <ul style="list-style-type: none"> • Planning approval for work on the trees on the Green has been given. The contractor plans to start work on 26 Jul 17. • He had tasked TVBC GM to clear overgrowth noted during the walkabout along a fence line at the back of Taskers Drive. Completed on 7 Jul 17. <p>There was some discussion regarding points noted during the Walkabout on 6 Jul about repairs, maintenance and ownership of land in the slipway area. It was agreed no action should be taken at this time. The Clerk was requested to invite a TVBC arborologist to brief the Council obligations for and production of a long term policy for tree management. The status of the Police House was questioned. Clerk to liaise with PCSO</p>	<p>Cik Cik Cik</p>
12	<p>Footpaths and Highways</p> <ol style="list-style-type: none"> 1. Cllrs to report any footpath issues. The Clerk reported that a parishioner has written regarding the overgrown state of footpath 2 and has been advised the contractor is due to deal with it in July. It was requested that the path leading from Valley Rise to footpath3 be cleared/cutback as it is not on HCC Priority Cutting List. Agreed. 2. Road Safety The Clerk was requested to ask Cllr Gibson for an update on the 20 mph trial in villages and to report the overgrown hedges in Watery Lane as a safety hazard. 3. Cllr Newell to report any street lighting issues. No issues reported. Cllr Newell agreed to provide the Clerk with the lighting PFI details he was holding. 	<p>Cik Cik AN</p>
13	<p>External Committees and Events</p> <ol style="list-style-type: none"> a. Cllr Butler to report on changes to the website. Accounting and Governance and Public Rights statements were published in June. b. Cllr Mrs Kennedy to report of upcoming events at the Village Hall. External painting, new blinds and lighting have been planned and the winter programme is being developed. 	
14	<p>Correspondence and E mail. The Clerk reported on correspondence and emails received not covered earlier in the minutes</p> <ol style="list-style-type: none"> 1. Lloyds Bank information on Fin Compensation Scheme. Now £85,000 2. 13 Jun. Draft Recommendations letter from Local Government Boundary Commission on the review of Test Valley 3. 16 Jun. TVAPTC - Chairman's Annual Report 4. 21 Jun. TVAT&PC forward Hampshire County Council's Transformation to 2019 programme email. Sent to Cllrs 5. 21 Jun. Rural Communities Fund grants list. Copy sent to Cllr AW 6. 22 Jun. Lloyds Bank confirmation of signatory changes (PH on PB off) 7. 22 Jun. ICO registration confirmation and certificate 8. 22 Jun. Hampshire Association of Local Council Awards 2017 category list. 9. 26 Jun. Parishioner email asking if the PC has considered having allotments. Reply sent 10. Minutes of a TVBC N Area Planning Committee Meeting on 22 Jun 17 11. 29 Jun. TVBC Consultation on Sustainability Appraisal Scoping Report (The Council approved a Scoping Report in June 2011 which sought to cover the scope of most DPDs and SPDs. The Council is undertaking a consultation to update this Scoping Report, which is running from 30th June to 4.30pm on 18th August 2017. Sustainability Appraisal Reports explain how the objectives of sustainability have been taken into account in the preparation of Development Plans. See http://www.testvalley.gov.uk/planning-and-building/planningpolicy/local-development-framework/sustainability-appraisal) 12. 3 Jul. Email from parishioner re boundary vegetation overgrowing her fence line. Reply sent. TVBC GM contractor tasked. 13. 3 Jul. TVBC email Upper Clatford Section 106 Update - June 2017 14. 3 Jul. Neighbourhood Watch newsletter. To Cllrs 15. 4 Jul. HCC poster for volunteers at Danebury Hill Fort 16 Jul – Ragwort pulling, 	

	20 Aug – Butterfly walk and ragwort pulling, 17 Sep – Site maintenance, 15 Oct – Scrub clearance and burning.	
15	Asset Register Review. The Clerk confirmed Property (fixed assets) is brought on at cost and remain at that figure until disposal ¹ . The garage/equipment store is to be brought to the Register	Clk
16	Transparency. Procedures are being reviewed.	PH
17	Planning Statement Requirement. Cllrs had been asked to make individual recommendations on what document seemed most appropriate taking into consideration the guidance given in the Planning Toolkit. Views were expressed, however not all had seen the Toolkit and agreed to do so. Due to the lateness of the hour further discussion was held pending. The item is to be scheduled earlier in the agenda next month.	Clk
18	Confidential Item The public and the press were temporarily excluded and they are instructed to withdraw, using the authority of the Public Bodies (Admission to Meetings) Act 1960 while a boundary issue was discussed. The Clerk gave an update and was asked to liaise further with the solicitors.	Clk
19	Councillors to request any items to be included within the agenda for the Meeting to be held Wednesday 9th August 2017	

The Meeting finished at 2218 hrs

¹ ('Governance and Accountability for Local Councils. A practitioners Guide para 3.69 Once recorded on the asset and investments register, the recorded value of assets and investments must not change from year to year until disposal).