

UPPER CLATFORD PARISH COUNCIL
MINUTES FROM THE MEETING HELD ON
WEDNESDAY 8th NOVEMBER 2017
AT 7.30PM IN THE KING EDWARD VII MEMORIAL HALL

Present:	Parish Cllrs P Heslop (PH - Chairman), S Butler (SB - Vice Chairman) (from item 9), C Crosthwaite Eyre (CCE), S Kennedy (SK), A Newell (AN - from item 7), C Williams (CW), A Wilson (AW), TVBC Cllr M Flood (MF) Minutes – C Emmett, Parish Clerk (Clk)
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1	Apologies for absence TVBC Cllr G Stallard (GS), HCC Cllr A Gibson (AG)	
2	To receive and accept declarations of interest Nil	
3	Public Participation Nil.	
4	To approve the minutes from the meeting held on 19th Oct 2017 Councillors agreed that the minutes were a correct record of proceedings as proposed by Cllr SB and Seconded by Cllr SK. The Chairman signed and dated the minutes to confirm this resolution.	
5	<p>To receive the Clerk's progress report since the meeting held on 19th Oct 2017</p> <p>Aug Minutes</p> <p>a. Item 7. Road Markings. The Clerk was to provide Cllr Flood with background and a plan of YELLOW lines requested. Complete.</p> <p>b. Item 11. Toddler Swing support. Purchase for self fitting. Pending</p> <p>c. Climbing Frame Base Bulk order playpark. Pending</p> <p>d. Item 13. Lengthsman Scheme. Clerk to liaise with the other Parish Clerks and arrange for a meeting between Cllr AW and an administrator of an existing Cluster. Complete</p> <p>Oct Minutes</p> <p>a. Item 8.1. Watery Lane hedge cutting. Liaise with Cllr Gibson. Complete</p> <p>b. Item 9.4 Chalk Pit Lease. Instruct Parker Bullen to draw-up lease. Complete</p> <p>c. Item 9.5 FASTPAY. Provide Council with more details. See item 9 Complete</p> <p>d. Item 10 Planning Statement Requirement. Cllr Butler to form NDP Committee and prepare for Public Meeting. SB Ongoing</p> <p>e. Item 11.1 Monthly Play Park Inspections. Cllrs to use check sheets. Ongoing</p> <p>f. Item 11.1.a AVPF Remove bin. Pending.</p> <p>g. Item 11.3 BBPF Obtain a quote from the contractor due to refurbish Bury Hill play area for wet pour repair. Contacted TVBC 30 Oct. Spoke to S Cahill TVBC on 31 Oct. He will liaise with project manager from Proludic Complete</p> <p>1. Item 11.4.a Pavilion showers. Hasten quote. Complete</p> <p>h. Item 13.1 Liaise with HCC re RBW15. Complete.</p> <p>i. Item 13.2 Liaise with TVBC re loan of Speed Indicator. Complete</p> <p>a. Item 13.2.c Pavement parking in Foundry Rd. PCSO / TVBC Enforcement should be notified. 27 Oct Complete</p> <p>b. Item 16. Bonfire. Arrange First Aid Cover, Notify Emergency Services. Complete</p>	
6	<p>Planning:</p> <p>1. Applications</p> <p>a. 17/02745/TREEN – Fell 2 x Ash, 3 x Sycamore, re-pollard 2 x Sycamore. Rawlinson Cottage. No objections to be submitted</p> <p>2. Strategic Housing & Economic Land Availability Assessment (SHELAA) – Cllrs had recently seen the list of sites submitted by land owners or potential developers to TVBC as those with potential for development within or adjacent to the parish as shown at Annex B. It was noted that these are</p>	

	<p>not planning applications and have yet to be reviewed by TVBC as suitable and available. The meaning and import of the terms Strategic Gap and Local Gap was discussed due to the sites identified in the north of the Parish. Cllr MF agreed to clarify.</p> <p>3. . Cllr SK reported that she had received communication from a resident, concerned about empty homes, regarding the Police House. It was noted that the Council had tried to establish the position regarding use or sale of the property with the Office of the Police and Crime Commissioner for Hampshire who is responsible. See September Minutes item 5. Cllr SK to respond</p>	<p>MF</p> <p>SK</p>															
7	<p>Borough Councillor to provide a monthly report Cllr Flood reported:</p> <p>a. PCSO. She had met the new PCSO who is very willing to attend parish meetings if they fit with shifts. (He has a standing invitation to UC Parish Council meetings.). He has been visiting residents who have been worried about telephone scams, such as purported ' HMRC phone calls' which seem to be happening at the moment.</p> <p>b. Community Governance Review. This covers the review of Parish Councils and their boundaries. She stressed this was a 'good practise' review and would be driven by parishes and their electorates wishes. The TORs for the review were confirmed by TVBC at their meeting on 8 Nov 17 prior to the first consultation. The matter is on the agenda for the TVAPTC to be held on 23 Nov 17. Cllr SB will be attending.</p> <p>c. Road Marking – Yellow Lines. See item 12.</p> <p>The Chairman thanked Cllr MF for her input and she then left the meeting.</p>	<p>SB</p>															
8	<p>County Councillor to provide a monthly report During the month Cllr AG had confirmed that a (further) cut of hedges in Watery Lane would take place. In his absence, there was discussion regarding the Bridge at Fishing Cottage Church Lane and concern was again expressed at the lack of regular inspections (see July Minutes, item 8). It was agreed that a letter should be sent to the Officer responsible in Hampshire Highways regarding its safety and integrity.</p>	<p>Clk</p>															
9	<p>Finance:</p> <p>1. To receive and approve the financial statement for 1st Oct 2017 – 31st Oct 2017. Agreed by all. The Chairman signed and dated the statement to confirm acceptance of the statement.</p> <p>2. To approve payments to be made.</p> <table border="0"> <thead> <tr> <th>Amount</th> <th>Payee</th> <th>VAT</th> </tr> </thead> <tbody> <tr> <td>£340.00</td> <td>C Emmett (Salary)</td> <td></td> </tr> <tr> <td>£85.00</td> <td>HMRC (PAYE)</td> <td></td> </tr> <tr> <td>£79.99</td> <td>C Emmett (Office expenses)</td> <td></td> </tr> <tr> <td>£24.37</td> <td>British Gas (Pavilion)</td> <td>1.16</td> </tr> </tbody> </table> <p>3. Budget 2018/19. Finance Sub-Committee to propose 2018/19 Budget & Precept. A summary of the Finance Committees considerations was given (see annex A) and a the Budget and Precept proposal for FY 2018/19 put: Proposed A budget for 2018/19 be set for expenditure at £35,819, Precept of £15,300 with additional income of £16,408 and transfer from Reserves £4,111 as detailed on the attached spreadsheet (attached). Agreed.</p> <p>4. Chalk Pit Lease. Parker Bullen instructed on 27 Oct 17 and have confirmed that the new lease will be prepared shortly.</p> <p>5. Banking The Clerk briefed that he had discussed the matter with Lloyds Bank who suggested internet banking with or without a debit card and the Clerk being authorised. The Clerk expressed some concern about internal controls and oversight however the Council agreed that prior approval of spend and retrospective examination of bank statements would provide assurance. The Clerk was to initiate the necessary paperwork.</p>	Amount	Payee	VAT	£340.00	C Emmett (Salary)		£85.00	HMRC (PAYE)		£79.99	C Emmett (Office expenses)		£24.37	British Gas (Pavilion)	1.16	<p>Clk</p>
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10	<p>Neighbourhood Development Plan (NDP) Update. Cllr SB informed the meeting that he had started to form his Working Group (NDP WG), and had been in touch with TVBC to discuss how matters should progress. He asked</p>																

	<p>that a copy of the Minute agreeing to producing a NDP be sent to TVBC. He asked for volunteers, particularly any resident trained in planning matters: Cllr CCE offered his services. The Chairman requested that the WG develop a project plan for the next meeting to show how the project would move to the first public meeting and its proposed date. Until that stage the body would be a WG reporting and acting through the PC.</p> <p>Cllr SK stated that as she believed this process could take up to 5 years the PC should update its existing VDS to be adopted by TVBC as an interim measure. Cllr SK felt it could be achieved more rapidly. The Chairman asked Cllr Kennedy to send all Cllrs her draft amendment to the VDS.</p>	<p>Clk</p> <p>NDP WG</p> <p>SK</p>
11	<p>Playing Fields</p> <p>1. To report the weekly Monitoring of Play Park Equipment</p> <p>a. Cllr AW stated there were no point needing action in BBPF.</p> <p>b. Cllr CW reported that the bin in AVPF needs emptying. She requested a folder of Play Park check sheets. Cllr AW also requested more sheets</p> <p>2. Anna Valley Playing Field. The Clerk reported that:</p> <p>a. Playbark for Climbing Frame not yet ordered. He believed that prior to this old bark should be de-weeded and moved aside to allow for replacement of the weed membrane. He was asked to obtain quotes.</p> <p>b. Bin. The Clerk requested financial authority. Up to £50 agreed</p> <p>3. Balksbury Bridge Playing Field</p> <p>a. Toddler Swing Frame to be ordered.</p> <p>b. Wetpour repairs. TVBC brokering contact with Proludic (the firm doing Bury Hill Close play area) who would contact the Clk.</p> <p>4. Sports Field</p> <p>a. Showers. Final quote received and detailed. Cllr AW proposed accepting the quote from C McDonnell and completing the job this FY. Seconded by Cllr SB. Agreed by all.</p> <p>b. Painting. Quotes received indicate that this task will need to be self help or funded with grant support (greater than budgeted) next FY.</p> <p>c. Wicket Maintenance. It was agreed that the wicket should continue to be maintained this winter/spring. Clerk to approach contractor.</p> <p>d. Cricket. Cllr SB had been approached for a single event cricket booking next summer. Details are to be passed to the Clerk for booking and fee collection (£55 incl use of Pavilion for 24 hrs) on confirmation.</p>	<p>Clk</p> <p>Clk Clk</p> <p>Clk</p> <p>Clk SB Clk</p>
12	<p>Trees and Open Space The Clerk reported that he had been in touch with an Arboricultural Officer from TVBC who had been willing to address the meeting however it was felt his area, Planning Applications and TPOs was not the guidance sought. An alternative officer from TVBC would happily assist in developing a policy rather than present to the PC. Agreed. Clerk to liaise in conjunction with Cllr CW.</p>	<p>Clk</p>
13	<p>Footpaths and Highways</p> <p>1. Cllrs to report any footpath issues. No matters raised. The Clerk reported:</p> <p>a. RBW15. HCC had confirmed they had the vegetation problem logged on our system so it will join a list of work for our Ranger team, but could not guarantee how swiftly. They were also unable to share details on landowners due to 'data protection' instructions.</p> <p>2. Lengthsman Scheme.</p> <p>a. Since providing Cllr AW with details of the Stockbridge coordinator the Clerk from Goodworth Clatford has agreed to coordinate a new cluster and asked if UC wished to join. Agreed. Clerk to confirm</p> <p>b. The funding grant has been put into the draft budget.</p> <p>3. Road Safety. The Clerk reported:</p> <p>a. Watery Lane. HCC Cllr AG has been briefed that Watery Lane has been cut back but has, at the request of the Parish, asked for a further cut back.</p> <p>b. Road Markings Foundry Rd. The plan of YELLOW lines has been sent to TVBC by Cllr MF and the information will be lodged for the future review of</p>	<p>Clk</p>

	<p>the current AHM TRO (Area Highways Management Traffic Regulation Order) which is due to commence in early 2018. Completed 30 Oct</p> <p>c. Speed Indicator Loan. In response to the request for the use of a sign TVBC have replied 'I can confirm that our engineer will visit site within the next week and will install the SLR sign for you for up to 7 days.</p> <p>d. Gateway Feature and Speed Sign Position on Red Rice Road. The request was sent to HCC on 1 Nov and an answer was awaited.</p> <p>4. Cllr Newell to report any street lighting issues. Cllr AN reported his concern at the 11% increase in unit price costs and recommended the underlying reason be established by writing to HCC. Agreed. Concern over the HCC staff numbers involved was also raised.</p>	Cllk
14	<p>External Committees and Events</p> <p>a. Cllr Butler to report on changes to the website. Nil</p> <p>b. Cllr Mrs Kennedy to report of upcoming events at the Village Hall. There is to be a Village Hall meeting on Mon 13 Nov 17.</p>	
15	<p>Correspondence and E mail. Clerk to report on correspondence and emails</p> <p>a. TVBC Monthly Calendar of Meetings - November 2017</p> <p>b. HALC Revised Agenda and item 10 Affiliation paperwork for AGM agenda pack</p> <p>c. HALC Round Robin. A useful forum for seeking peer advice.</p> <p>d. HCC Highways Agenda - Parishes Autumn Briefing - 13 Dec 17. To Cllrs</p> <p>e. TVBC invitation to TVA on 23 Nov at Kings Somborne to hear CE TVBC speak on Community Governance Review. PH not available. SB will attend as Deputy.</p> <p>f. TVAPTC Agenda - 23 November 2017. Sent to SB, cc PH</p> <p>g. CPRE Hampshire response to the Raynsford Review of Planning. Copied to Cllrs</p> <p>h. HCC letter of 20 Oct with poster re starting School in Sep 18. Application period is between 1 Nov17 and 15 Jan 18. See www.hants.gov.uk/admissions tel 0300 555 1377</p>	
16	<p>Annual Bonfire. The Chairman proposed a vote of thanks to all involved part personally thanked Cllrs SB and AN for their involvement. The Clerk was requested to write to those involved.</p>	Cllk
17	<p>Councillors to request any items to be included within the agenda for the Meeting to be held Wednesday 13th December 2017</p> <p>Anna Valley Notice Board – Cllr SK</p>	

The Meeting finished at 2148 hrs

	Proposal of Finance Committee for FY 2018/19	
Expenditure	Fin S-C Recd	Notes
Office Expenses	£600.00	No Change
Clerk Salary (Gross)	£5,602.00	Increase 2% and overtime provision if required of £400
Training	£300.00	Reduced from £360
Councillor Expense	£50.00	Reduced
Legal Fees	£1,500.00	Reduced
Insurance	£1,025.00	Reduced. New Underwriter
Audit Charges	£450.00	New Ex Audit by PKF Littlejohn
Section 137	£500.00	Reduced
Grounds Maintenance	£5,300.00	Includes Sportsfield & V Hall grass (reclaimed)
Footpaths	£2,000.00	Additional funding from HCC for Lengthsman Scheme (£1000)
Tree Maintenance	£4,000.00	
Dog Bins	£360.00	+3%
Street Lighting	£1,982.00	Reflects efficiency savings and 11% increase in cost of consumption units advised by HCC
Pavilion	£2,500.00	£2k redecorate (c grant)
Sports Field	£1,200.00	Includes provision for wicket maintenance
BBPF and AVPF	£3,000.00	Maintenance and repairs
Subscriptions	£650.00	ALC, LCAS, CPRE
Website	£300.00	Hosting and maintenance
Events (NDP)	£4,000.00	Subject to resident support and grants
Safety Measures	£500.00	
Miscellaneous		See Pavilion above
Total Expenditure	£35,819.00	
Income		
Precept	£15,300.00	
Bank Interest	£8.00	
Ant Structures Rent	£9,000.00	
Grants	£2,000.00	Pavilion tbc
Website Sponsorship		
Pav. Running Cost Contributions	£300.00	Cricket soccer
Section 106 Contributions		
VAT Repayment	£1,000.00	
Miscellaneous Income		
NDP Grants	£3,000.00	
Lengthsman	£1,100.00	Assumes Join scheme.
Transfer From Reserve	£4,111.00	
Total Income	£35,819.00	

Strategic Housing & Economic Land Availability Assessment (SHELAA) – List of sites submitted to TVBC

The SHELAA will identify sites which have been promoted to TVBC by landowners or agents. TVBC does not allocate sites. The inclusion of the site does not imply that TVBC would necessarily grant planning permission. Similarly, the identification of potential Brownfield Sites through the SHELAA process does not imply that TVBC would necessarily grant planning permission.

Upper Clatford Extract from Register:

SHELAA Reference No.	Site	Settlement	Parish	Potential Use	Capacity
22	The Stables	Anna Valley	Abbots Ann	Residential	5
123	Land south of Salisbury Road	Anna Valley	Abbots Ann	Residential	60
1	Land opposite "Mount Villas" & "Sunnyside"	Upper Clatford	Upper Clatford	Residential	10
15	Era Park	Upper Clatford	Upper Clatford	Residential	13
71	Land east of Balksbury Hill	Anna Valley	Upper Clatford	Residential	20
72	Land at Foundary Farm	Anna Valley	Upper Clatford	Residential	15
73	Land north of Foundary Road	Anna Valley	Upper Clatford	Residential	15
74	Land west of Balksbury Hill	Anna Valley	Upper Clatford	Residential	30
124	Land at Era Park	Upper Clatford	Upper Clatford	Residential	25
125	Land at Bury Hill Farm	Upper Clatford	Upper Clatford	Residential	25
181	Land west of The Old Rectory	Upper Clatford	Upper Clatford	Residential	3
189	Roseberry House Farm, Red Rice Road	Upper Clatford	Upper Clatford	Residential	140