

UPPER CLATFORD PARISH COUNCIL
MINUTES FROM THE MEETING HELD ON
THURSDAY 19TH OCTOBER 2017
AT 7.30PM IN THE KING EDWARD VII MEMORIAL HALL

Present:	Parish Cllrs P Heslop (Chairman), S Butler (Vice Chairman) (from item 9) , S Kennedy, A Newell (from item 7), C Williams, A Wilson, TVBC Cllr G Stallard Minutes – C Emmett, Parish Clerk
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1	Apologies for absence. Cllr A Gibson, Cllr Flood, Cllr Newell had advised that he would be arriving late.	
2	To receive and accept declarations of interest	
3	Public Participation. Mr C Crosthwaite Eyre attended the meeting with a view to joining the Parish Council.	
4	To approve the minutes from the meeting held on 13th Sep 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	<p>To receive the Clerk’s progress report since the meeting held on 13th Sep 2017</p> <p>July Minutes.</p> <ol style="list-style-type: none"> 1. Item 10.4. Sports Field get quote for shower floor re-leveling. Still pending 2nd quote. Pending (see item 11) 2. Item 11. Invite TVBC Arborologist to brief Council. Complete (see item 12) 3. Item 12. Watery Lane hedges to be cut back. Complete (see item 13) <p>Aug Minutes</p> <ol style="list-style-type: none"> 4. Item 7. Speed Indicator Sign Loan. Details to follow from MF. Provided. Complete 5. Item 7. Road Markings. The Clerk was to provide Cllr Flood with background and a plan of YELLOW lines requested. Draft proposal sent to Chairman 29 Sep. To be sent to Cllr Flood. Complete 6. Item 9. Insurance Renewal – Clerk was requested to confirm frequency of play area inspections required. Monthly is acceptable for Hiscox policy wef 1 Oct. Complete 7. Budget and Salary Review Cllrs requested to notify any new/changes at the Oct meeting. Complete 8. Renewal of IT Software. The Clerk to renew IT software licences. MS Office renewed 24/9. Complete 9. Chalk Pit Lease. Chairman and Clerk should liaise with current tenant. Complete (See item 9) 10. Item 10. 5 Oct 17 – Send details of CPRE Hampshire's Neighbourhood Planning Conference on 5th October 2017 to Cllrs. Complete 11. Item 11. Toddler Swing support. Purchase authorised for self-fitting. Clk. Pending 12. Item 11. AVPF Bin. Clerk to liaise with TVBC to arrange regular emptying. Complete 13. Item 11. Climbing Frame Base Bulk order Playbark. Await Clk return from leave. Pending 14. Item 11. Climbing Frame Replacement. Quotes to be sent to Cllrs. Complete 15. Item 11. Pavilion Fire Risk Assessment. ‘Actions’ notice to be displayed and provided to users. Sent to UCYFC secretary on 27 Sep. Complete 16. Item 12. Trees. Notify contactor of successful tenders. Complete 17. Item 13. Lengthsman Scheme. Clerk was to liaise with the other Parish Clerks and arrange for a meeting between Cllr Wilson and an administrator of an existing Cluster. Complete. Item 15. 18. Hants Archive Film. Copy email to SK. Complete 19. Item 19. Next Agenda items. Bonfire. Complete 	

10	<p>Planning Statement Requirement Cllrs Heslop and Butler commented on Neighbourhood Development Plan (NDP) meetings that they had attended. Cllr Heslop stated he now felt a NDP might be appropriate for the Parish as a way of setting a vision for the future use of land. He proposed <i>that a public event be held to introduce the concept and assess public interest in developing a NDP.</i> Cllr Kennedy seconded and all agreed. It was agreed that Cllr Butler agreed to lead a Parish Council NDP group (sub-committee), and to produce a project plan for all activities leading up to and including a proposed public event on a Sat in Feb 18, at which speakers from TVBC, Kings Somborne and Goodworth Clatford would be invited to share their experiences.</p>	Cllr SB
11	<p>Playing Fields</p> <ol style="list-style-type: none"> 1. To report the monthly Monitoring of Play Park Equipment. The new insurer (Hiscox) requires monthly checks. The inspection sheets and folders are to be used by Cllrs making inspections. The following observations were raised: <ol style="list-style-type: none"> a. AVPF. Bin full. The Clerk reported that TVBC would empty this for a weekly fee. It was felt more appropriate to remove the bin as there is now a waste bin just outside the park. b. BBPF. Cllr Wilson stated that the equipment appeared sound however he felt the wet pour surfaces needed attention. See para 3 below. 2. Anna Valley Playing Field. Nil 3. Balksbury Bridge Playing Field. – Quotes received from Wicksteed and Fenland Leisure for Wetspour repair around swings were detailed. These were considered high and the Clerk was asked to obtain a quote from the contractor due to refurbish Bury Hill play area to see if combining the repair with that work might produce better VFM 4. Sports Field <ol style="list-style-type: none"> a. Shower Levelling. Clerk requested to chase outstanding quote. b. Fire Risk Assessment and Actions Notice sent to users (UCYFC) for information and display in Pavilion. c. Teams 2018. Cllr Butler reported that the local cricket team is unlikely to play next year so no action on the wicket was planned. There may be a new seniors football team (ex UCYFC) playing on Sundays during the winter. Andover Royals have made no further contact. d. Shrub Cut. TVBC will be clearing around the pavilion shortly. 	<p>Cllrs</p> <p>Cllk</p> <p>Cllk</p> <p>Cllk</p>
12	<p>Trees and Open Space Work has been done in BBPF, Foundry Rd and AVPF. A Cllr noted that a good cut had been given to the hedges on Foundry Rd by the owner which is appreciated and helps road safety.</p>	
13	<p>Footpaths and Highways</p> <ol style="list-style-type: none"> 1. Cllrs to report any footpath issues. It was reported that the path across the Parish from Oak Cuts (Restricted Byway No 15) was badly rutted and unkempt. The Clerk was asked to liaise with HCC to see who was responsible and what could be done to improve the route 2. Road Safety. <ol style="list-style-type: none"> a. Speed Indicator Sign Loan. The Clerk reported that Cllr Flood had confirmed that speed indicator signs were available for short term loan from TVBC. If new poles need to be provided the Parish would have to fund them. The Clerk was requested to seek a short term loan for Red Rice Rd provided it could be mounted without new posts being required. b. Watery Lane Parish Cllrs have seen no noticeable evidence of any cutting back of hedges. Clerk was to inform Cllr Gibson c. Parking On Pavements. Concern was expressed that parking on the pavement in Foundry Rd is causing a safety issue with pedestrians having to enter the road to pass by. The PCSO / TVBC Enforcement should be notified. 3. Cllr Newell to report any street lighting issues Nil 	<p>Cllk</p> <p>Cllk</p> <p>Cllk</p> <p>Cllk</p>
14	<p>External Committees and Events</p>	

	<ul style="list-style-type: none"> a. Cllr Butler to report on changes to the website Nil b. Report of upcoming events at the Village Hall Cllr Kennedy reported that the Village Hall Events Programme would be issued to all households shortly and that the Local History Group meets on Monday. 	
15	<p>Correspondence and E mail. Clerk to report on correspondence and emails</p> <ul style="list-style-type: none"> a. HALC Introduction to Health & Safety for Parish Councils - 20th November 2017 10.00-16.00 – Eastleigh. Sent to Cllrs b. Invitation to TVBC / AAC Middle Wallop Community Event on 2 Nov 17 at 1800 hrs to encourage closer working and understanding between the AA Cen and local business and communities, and an opportunity to discuss options for future co-operation. Copied to Cllrs c. Parker Bullen. Copy of letter sent to Bonallack & Bishop for file. d. Came & Co. Insurance documentation and confirmation of payment e. TVBC Draft Revised Statement of Community Involvement in Planning Matters 2017 – Public Consultation. f. Poster TVBC Andover & District Older Peoples Forum October meeting Thu 26 Oct 2.15pm Upper Guild Hall Andover. Displayed on Notice Boards g. Invitation - HALC 70th AGM - Sat 4th Nov 17 - Thornden School, Chandlers Ford. h. Notice of HCC Highways Parishes Autumn Workshop – 13 Dec 6pm Winchester. The event will look at Transport for the SE National Transport Body, the new Hampshire Highways Service Contract (Skanska), and there will be an opportunity to network with other Parishes and hopefully see our new Dragon Patcher/Winter Maintenance Vehicle i. PBRs Energy, Fast Charging Points for Public Sector. Register your interest in the Hampshire County Council Electric Vehicle Charging Framework j. CPRE Neighbourhood Planning Conference presentation links. Sent to PH & SB. k. Free Rural Services Network Seminar - Rural places, rural challenges 22 Nov 17 Shrewsbury: l. NALC (via HALC) DGLC Consultation: Planning for the right homes in the right places. Reply deadline 27 Oct 17 m. VAT Refund notification £1625.22p (Claimed for FY 16/17) n. Test Valley Resilience Workshop - Saturday 21 October at Crosfield Hall, Broadwater Road, Romsey o. HALC Info on NALC Policy Motions. Sent to Cllrs p. TVBC Notice of Community Governance Review. Letter with draft TOR. 	
16	<p>Annual Bonfire. Cllrs confirmed the date as Sun 5 Nov 17. The Risk Assessment has been sent to insurers. Cllrs Butler, Newall and Wilson volunteered to supervise but Cllr Newall is unavailable for clear-up on Mon 6 Nov. Cllr Newell agreed to liaise with the owners of Coachman's re a safe room and the Clerk seek First Aid cover and notify Emergency Services of the event.</p>	<p>Cllrs Cllk</p>
17	<p>Confidential Item. This matter was not discussed.</p>	
18	<p>Councillors to request any items to be included within the agenda for the Meeting to be held Wednesday 8th Nov 2017. The co-opting of 2 potential Cllrs to vacant posts was discussed and as Mr C C-Eyre was in attendance he was invited to confirm his wish and give a brief resume of his CV and interests and answered questions. Cllr Heslop then proposed that Mr C C-Eyre be co-opted onto the Parish Council. Cllr Kennedy seconded the motion. All agreed and he signed the Declaration of Acceptance of Office and Code of Conduct. Cllr Kennedy would advise the other potential applicant to send details to the Clerk so that an interview can be arranged before the next meeting.</p>	<p>Cllr SK</p>

The Meeting finished at 2155 hrs