

UPPER CLATFORD PARISH COUNCIL
MINUTES FROM THE MEETING HELD ON
WEDNESDAY 13TH SEPTEMBER 2017
AT 7.30PM IN THE KING EDWARD VII MEMORIAL HALL

Present:	Parish Cllrs P Heslop (Chairman), S Butler (Vice Chairman) (from item 2), 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 TVBC Cllr G Stallard, HCC Cllr A Gibson. Cllr S Butler had notified he would arrive late.	
2	To receive and accept declarations of interest Cllr A Wilson declared interest in item 6.3 and had not taken part in the Planning Sub-Committee deliberation. (Cllr S Butler arrived)	
3	Public Participation Nil.	
4	To approve the minutes from the meeting held on 12th Jul 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 12th Jul 2017</p> <p>1 Item 6.5 Submit No Objection to 17/01564/FULLN, The Old Post Office. Complete 17/7</p> <p>2 Item 7 Cllr MF to speak with GIO re mapping disc. Complete</p> <p>3 Item 8.2 and 8.5 Cllr AG to follow-up on Lengthsman Scheme request with Stockbridge PC. Complete</p> <p>4 Item 8.5. Cllr AG to look into electric vehicle charging provision and brief PC. Review ongoing. Complete</p> <p>5 Item 9.1 Clerk to liaise with solicitor and surveyor re lease on Chalk Pit. See item 9. Complete</p> <p>6 Item 10.3. BBPF quote for swing chain adjustment. See item 11. Complete</p> <p>7 Item 10.3. BBPF quote for Wet Pour repairs. See item 11. Complete</p> <p>8 Item 10.4. Sports Field Review insurance re equipment use liability. Nothing noted 21/7. Complete</p> <p>9 Item 10.4. Sports Field write to key holders re equipment control and use by competent persons only. Letters issued 28 Jul 17 to keyholders. Complete</p> <p>10 Item 10.4. Sports Field replace shower thermostats. Complete</p> <p>11 Item 10.4. Sports Field get quote for shower floor re-levelling. See item 11.4. Complete.</p> <p>12 Item 10.4. Sports Field commission wiring/electrical inspection. Complete</p> <p>13 Item 11. Confirm PC agreement for tree removal in Foundry Rd. Complete 21/7</p> <p>14 Item 11. Item 11. Establish the status of the Police House Upper Clatford. OPCC responded that HCC Police Estates team confirm that phase two of Estates Change Plan was approved last week [w/e 8 Sep]. Included within this strategy is a review of all of the Police Houses in Hampshire. Some will be retained although it is likely that a number will be put on the open market for disposal. I am afraid it is not yet possible to advise of time scales, or specifically the outcome for Upper Clatford, as discussions are yet to be formalised. Complete.</p> <p>15 Item 12. Have footpath Valley Rise to footpath 3 cut back. The hedge owner has done it. The Chairman expressed his thanks. Complete</p> <p>16 Item 12. Ask HCC Cllr for update on the 20 mph trial for villages stands. See item 13.2. Ongoing</p> <p>17 Item 12. See item 13.2 Ask for Watery Lane hedges to be cut back. See item 13.2 Ongoing</p> <p>18 Item 12.3 Confirm ownership of 'old street lights'. HCC have confirmed old lights are still owned by PC but maintained for a charge under HCC PFI. Items remain on Asset Register. Complete</p> <p>19 Item 15. Bring garage/shed to Asset Register. Community property nominal value £1.00 Complete</p> <p>20 Item 17. Transfer Planning Tool Kit booklet from SK to Cllr Butler. Complete 13/7</p> <p>21 Item 16. Procedures Review by Chairman. Pavilion Fire Risk Assessment completed and passed to PH & SB. Ongoing</p> <p>22 Item 18. Confirmation of action awaited [Afternote – Email confirmation that action instructed was taken on 21 Jul 17]. Complete</p>	

6	<p>Planning – Planning sub-committee to report on the following applications:</p> <ol style="list-style-type: none"> 17/01844/FULLN Free standing greenhouse. Fishing Cottage, Church Lane N O submitted 17/01882/FULLN Single Storey Extn. 5 Brook Way NO OBJECTION submitted 17/01785/FULLN Bury Hill Farm Fence (retention). Bury Hill Farm Objection submitted 17/02117/TREEN 3 x Willow reduce by 25- 50%. BBPF NO OBJECTION submitted 17/02059/TREEN Fell 1 x Willow. Sackville Barn NO OBJECTION submitted 17/02185/FULLN Landscaping changes Park House NO OBJECTION submitted 13 Sep 17 																																					
7	<p>Borough Councillor to provide a monthly report Cllr Flood reported:</p> <ol style="list-style-type: none"> TVBC has a speed indicator sign available for short term parish use. Details to follow. Road Markings. HCC have recently reviewed their Traffic Management Agreement and confirmed TVBC continue to be responsible for parking restrictions. She stated there was to be a review parking restrictions which may be required on the route into Andover due to the new shop(s) in Salisbury Rd/Millway Rd. The Clerk was to provide Cllr Flood with background and a plan of YELLOW lines requested. Temporary Swimming Pool. Now due to open on 29 Sep 17. Regional Small Business Awards. TVBC did well (again) in the awards due to its small business initiatives. Cllr Wilson asked about assistance for developing community buildings / assets. 	<p>MF</p> <p>Clk</p>																																				
8	<p>County Councillor to provide a monthly report In his absence the Chairman wished to record thanks to Cllr Gibson for his involvement on the Parish's behalf in the Lengthsman Scheme and the difficulty being experienced having vegetation cut back in Watery Lane.</p>																																					
9	<p>Finance:</p> <ol style="list-style-type: none"> To receive and approve the financial statement for 1st Jul 2017 – 31st Jul 2017. Circulated to all Cllrs on Aug 17. The statement had been issued to all during July and was now formally approved. The Chairman signed and dated the statement to confirm acceptance of the statement and payments made as follows: <table data-bbox="347 1048 1157 1261"> <tr> <td>Amount</td> <td>Payee</td> </tr> <tr> <td>£216.00</td> <td>C Emmett (Woodstock Plumbing- Thermostats)</td> </tr> <tr> <td>£85.00</td> <td>HMRC (PAYE)</td> </tr> <tr> <td>£340.00</td> <td>C Emmett (Salary)</td> </tr> <tr> <td>£24.00</td> <td>C Emmett (Office Expenses Jun & Jul)</td> </tr> <tr> <td>£1,130.00</td> <td>Rhys Dobbs Tree Services</td> </tr> <tr> <td>£25.05</td> <td>British Gas Trading Ltd (Pavilion Gas bill)</td> </tr> </table> To receive and approve the financial statement for 1st Aug 2017 – 30th Aug 2017. Agreed. The Chairman signed and dated the statement to confirm acceptance of the statement. To approve payments. <table data-bbox="347 1384 1220 1720"> <tr> <td>Amount</td> <td>Payee</td> </tr> <tr> <td>£120.00</td> <td>Founds (UK) Ltd</td> </tr> <tr> <td>£159.60</td> <td>Playsafety Ltd</td> </tr> <tr> <td>£120.00</td> <td>BDO</td> </tr> <tr> <td>£500.00</td> <td>Earth Land Contracting Ltd</td> </tr> <tr> <td>£69.99</td> <td>C Emmett - (Office Expenses)</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>£65.51</td> <td>UCYFC (Lock & Chain Sportsfield)</td> </tr> <tr> <td>£60.00</td> <td>WebWorks2 (website hosting)</td> </tr> <tr> <td>£990.95</td> <td>Came & Company (Insurance) – 3 year arrangement</td> </tr> </table> Insurance Renewal – Prior to approving the insurance renewal the Clerk gave details of the four quotes received from 2 brokers. The 3 year quote underwritten by Hiscox was accepted. The Clerk was requested to confirm frequency of play area inspections required. Budget and Salary Review (Fin Reg 4.4) The Clerk requested a date be determined for the Budget planning meeting and suggested the salary review be conducted at the same time. The date to be confirmed at the next meeting. Cllrs requested to notify any new/changes at the Oct next meeting to enable preparation of a draft budget. 2016/7 Audit Report. Resolution to approve and accept the Annual Return 	Amount	Payee	£216.00	C Emmett (Woodstock Plumbing- Thermostats)	£85.00	HMRC (PAYE)	£340.00	C Emmett (Salary)	£24.00	C Emmett (Office Expenses Jun & Jul)	£1,130.00	Rhys Dobbs Tree Services	£25.05	British Gas Trading Ltd (Pavilion Gas bill)	Amount	Payee	£120.00	Founds (UK) Ltd	£159.60	Playsafety Ltd	£120.00	BDO	£500.00	Earth Land Contracting Ltd	£69.99	C Emmett - (Office Expenses)	£340.00	C Emmett - (Salary)	£85.00	HMRC (PAYE)	£65.51	UCYFC (Lock & Chain Sportsfield)	£60.00	WebWorks2 (website hosting)	£990.95	Came & Company (Insurance) – 3 year arrangement	<p>Cllrs</p>
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	<p>including the auditor's (BDO) opinion that 'No matters have come to our attention which required the issuing of a separate additional issues arising report' APPROVED. The appropriate notices and AR have been on public display since 1 Sep 17</p> <p>7. Renewal of IT Software. The Clerk sought authority to renew Office 365 (£59.99) and MacAfee Anti-virus (?) licences due renewal in Oct. Approved.</p> <p>8. Chalk Pit Lease. Parker Bullen are happy to act for UCPC in renewal of the lease and recommended surveyors to be used. A rentable value assessment, and condition overview from the surveyor was discussed. Mindful of the Council's duty the duty to maximise returns, it was agreed the Chairman and Clerk should liaise with current tenant.</p> <p>9. Finance Regulations. During the previous period it had become apparent that the authority delegated to individuals/sub-committees was in need of review to cope with urgent matter between meetings. This was to be considered during the annual review of regulations.</p>	<p>PH Cik</p> <p>Cik Cllrs</p>
10	<p>Planning Statement Requirement The Chairman reported that he and Cllr Butler had met with TVBC to discuss the need to update the Village Design Statement (VDS) or develop a Neighbourhood Development Plan on 17 July. TVBC were not prepared to recommend a course of action as this was a Parish decision. Cllrs views differed. The matter was not taken to the vote as there are two meetings in Oct that should help inform decisions of both the Cllrs and interested parishioners:</p> <ul style="list-style-type: none"> • 4 Oct 17 – TVBC hosted event (by invitation) Chairman attending. • 5 Oct 17 - CPRE Hampshire's Neighbourhood Planning Conference on 5th October 2017, 09.30am-1.00pm at Wessex Conference Centre Winchester. Cost £30, Register here . Clerk to email details to all Cllrs 	All
11	<p>Playing Fields</p> <p>1. To report the weekly Monitoring of Play Park Equipment</p> <p>a. AVPF. Checked by CE or Cllr CW weekly. Tyres dumped removed, bin full, fallen branches removed. Equipment marked with pink spray paint wearing now off</p> <p>b. BBPF. Inspected by either Cllrs AW or AN.</p> <ul style="list-style-type: none"> • AN reports damage/wear to Toddler swing. Replacement cradle seats are available at a cost of £125.00 each plus VAT and 8.5% carriage. Purchase authorised for self fitting. Purchase approved • Willow branches fallen into park and river. Removed by Earth Land Contracting Ltd. <p>2. Anna Valley Playing Field.</p> <p>a. Bin. Clerk to liaise with TVBC to arrange regular emptying if possible.</p> <p>b. Climbing Frame Base. Quotes for resurfacing under the climbing frame have been received for Fibrefall or Wetpour costing between £6369 and £9367. Given the life and use of the equipment this was considered excessive and authority was given for a bulk order of playbark.</p> <p>c. Climbing Frame Replacement. Quotes for replacement of the climbing frame had been received. Details will be sent to Cllr</p> <p>d. Trees. See item 12.</p> <p>3. Balksbury Bridge Playing Field.</p> <p>a. Wet pour surfacing repairs. Wicksteed have copied the request for a quote to their Area Manager, Andrew Smith, so he can visit and arrange for a quotation to be raised for any necessary works.</p> <p>b. Swing chain adjustment. Wicksteed have not quoted but say if locking pin cannot be removed the D ring should be cut off and a replacement purchased at £6 plus VAT each and delivery at £11.50. No action at this time.</p> <p>4. Sports Field.</p> <p>a. Travellers. Two Traveller families occupied the sports field between 25 July and 30 July. All users, the Police and HCC were notified. The police were not prepared to move them on and recommended serving a Notice to Quit as advised by the HCC Gypsy Liaison Officer. This was served and the travellers moved 2 days after the deadline given. The Chairman wished to record a vote of thanks to UCYFC who did a clear up and provided a replacement Lock and Chain</p> <p>b. Shower floor Levelling. Three quotes have been requested. One company declined the task, one quote has been received and a third is awaited.</p> <p>c. Wiring/electrical safety inspection. Inspected on 8 Aug 17 and found satisfactory to edn 16.</p> <p>d. Fire Risk Assessment. Completed. 'Actions' notice to be displayed and provided to</p>	<p>Cik</p> <p>Cik</p> <p>Cik</p>

	<p>users.</p> <p>e. Andover Royals. Cllr Butler stated he had been unable to get any response from Andover Royals about using the soccer pitch and pavilion.</p>	
12	<p>Trees and Open Space</p> <ol style="list-style-type: none"> 1. Work on trees on the Green has been completed 2. Highway Clearance. HCC notified the requirement to clear overhanging trees in White Oak Way. Removed on 23 Aug at cost of approved by Chairman. Exempt planning approval. 3. Fallen Branches from Willows in BBPF. Done by White Oak Way contractor. 4. Willows in BBPF. Planning permission to reduce size of trees has been requested. Due to fallen branches in BBPF the Chairman and Clerk felt urgent action should be taken but were not granted the necessary exceptional financial authority as the quote exceeded the delegation. Trees were subsequently inspected by TVBC arborologist on Wed 30 Aug. Unless the Parish Council is prepared to give a 'Six day notice of tree works' they require us to wait for consultation period. 5. Quotes. The Council agreed acceptance of the following quotes: <ul style="list-style-type: none"> • BBPF 2 x Willow - Rhys Dobbs. • Foundry Rd Stump – Rhys Dobbs • AVPF Clearance Fallen Hawthorn etc – Rhys Dobbs <p>[Afternote: A quote for the 3rd willow in BBPF has been received: one is pending]</p> <ol style="list-style-type: none"> 6. Request for TVBC Arborologist to brief Council had been make but he was seeking approval. Cllr MF would liaise with TVBC. The Chairman commented that the informal comment made about lime trees and cars during the 'Walkabout' was an example of why a policy might be useful to make clear what could be expected from the Council. 7. Open Spaces. The Chairman suggested that the numerous small pockets of land owned by the Council might be an unnecessary liabilities. 	Cllk
13	<p>Footpaths and Highways</p> <ol style="list-style-type: none"> 1. Cllrs to report any footpath issues. It was reported that: <ol style="list-style-type: none"> a. 5 footpaths on HCC PCL were cut back in early Aug. b. Lengthsman Scheme. The Stockbridge led cluster is full however UC invited to join Anna Valley, Nether Wallop, West Tytherley and Charlton to form a new scheme cluster. There were some concerns about the obligations of the scheme and the work involved. The Clerk was to liaise with the other Parishes and arrange for a meeting between Cllr Wilson and an administrator of an existing cluster. 2. Road Safety <ol style="list-style-type: none"> a. Cllr Gibson advises that the 20 mph trial for villages is still being evaluated b. Watery Lane hedges cut back. Due to a system error on HCC Highways website has led to a lack of action on reports raised on 12 and 14 July Track it' number 21301716 and on that input on 11 Sep 17. HCC Highways and HCC Cllr A Gibson emailed. HCC responded that 'the engineer visited the site and advised the overgrown vegetation needed to be cut back by the owner. Upon further investigation it was found the land is unregistered. The engineer has now raised a job for the works to be completed and passed this to our contractor'. 3. Cllr Newell to report any street lighting issues. Nil. It was confirmed that maintenance was done via HCC but old lights remain the property of the PC and are correctly shown on the Asset Register. 	
14	<p>External Committees and Events</p> <ol style="list-style-type: none"> a. Report on changes to the website. Conclusion of Audit data submitted for display 1 Sep 17. PC Vacancies are now being shown on Members page. Links to the Village Hall website have been inserted. b. Cllr Mrs Kennedy to report of upcoming events at the Village Hall. New lights are in. The decoration has been postponed. The films are shown on the Village Hall website and the next is on 18 Sep. There is a new Local History meeting planned for 23 Oct at 7.30pm for those interested. 	
15	<p>Correspondence and E mail. Clerk to report on correspondence and emails not covered elsewhere.</p> <ol style="list-style-type: none"> a. 17 Jul: Serving Hampshire – Balancing the Budget consultation open until 21 Aug. Sent to Cllrs 21/7 b. 17 Jul. Monthly Calendar of Meetings (TVBC) Aug c. 26 Jul. TVCS Call and Go Service – Offer to brief P Council d. 28 Jul. Strategic Housing & Economic Land Availability Assessment ' SHELAA. Notice of call for submissions. 	

	<p>e. 7 Aug. Hants Records Office re Archive film for May Fayre. Copied to J Llewellyn. Cllr Kennedy asked for a copy.</p> <p>f. 8 Aug. HALC Broadband Universal Service Obligation: Consultation on Design. comments should be emailed to Jessica.Lancod-frost@nalc.gov.uk by 5.00pm, Monday 2nd October 2017.</p> <p>g. 10 Aug. Hampshire Police and Crime Panel: Have your say to put the brakes on traffic crime and associated nuisance. Questions sent to Cllr. Input due by 29 Aug. Nil</p> <p>h. 11 Aug. TVAT&PC notice of next meeting on 21 Sep preceded by CCG presentation. Copied to SB</p> <p>i. 14 Aug. TVBC re street naming. Land adjacent to 27-28 Clatford Manor to be named: Land End, 28A Clatford Manor, Upper Clatford, Andover, SP11 7PZ</p> <p>j. 14 Aug. Co-ordinator Age Concern. Village Agents. Posters displayed.</p> <p>k. 14 Aug. HALC email. Road Safety Councils - volunteers needed. Sent to SB</p> <p>l. 15 Aug. TVBC. Test Valley Resilience Workshop – a.m. Saturday 21 October 2017 in Romsey.</p> <p>m. 21 Aug. HCC National Highway and Transport Public Satisfaction Survey - Member Consultation</p> <p>n. 21 Sep. TVBC Meeting Sep 17 Minutes</p> <p>o. 24 Aug. HALC training Programme. Copied to PH</p> <p>p. 25 Aug. HCC Access Hampshire. Sent to AW</p> <p>q. 31 Aug. CPRE Newsletter. Sent to all Cllr</p> <p>r. 31 Aug. Neighbourhood Watch Aug Newsletter. To all Cllrs</p> <p>s. 4 Sep. HALC circulation of a request for help on a Farmland Development Msc dissertation. No action</p> <p>t. 8 Sep. HALC Hants Precepts Report 17/18. Sent to PH. UC sits in the unremarked area.</p> <p>u. 12 Sep. TVBC Recycle Week is a celebration of recycling and this year it takes place between 25 September to 1 October.</p>	Cllk
16	Transparency. . The Clerk commented that changes are coming to DPA under GDPR (General Data Protection Regs) implementation May 18. The Chairman asked that the Clerk lead on this while he continued to review procedures.	
18	Confidential Item Action requested was completed in July	
19	<p>Councillors to request any items to be included within the agenda for the next Meeting now to be held Thursday 19th Oct 2017 in the village Hall Committee Room</p> <ul style="list-style-type: none"> • Bonfire 	

The Meeting finished at 2215 hrs