

UPPER CLATFORD PARISH COUNCIL
MINUTES FROM THE MEETING HELD ON WEDNESDAY 11TH SEPTEMBER 2019
AT 7.30 PM IN THE KING EDWARD VII MEMORIAL HALL

MINUTES REMAIN A DRAFT UNTIL AGREED AS A CORRECT RECORD AT THE NEXT MEETING

Present:	Parish Cllrs P Heslop (Chairman), D Coole, C Eyre, S Kennedy, C Williams Minutes: C Emmett Parish Clerk	
1	Apologies for Absence Apologies for Absence Cllrs A Lockhart, N Shah, A Wilson, HCC Cllr A Gibson, TVBC Cllr M Flood	
2	To receive and accept declarations of interest Nil	
3	Public Participation Nil.	
4	To approve the minutes of the Parish Council Meeting held on 14th August 2019 Approval of the Minutes for 14 Aug 19 was proposed by Cllr Coole, seconded by Cllr Eyre, were agreed by all and signed by the Chairman.	
5	To receive the Clerk's progress report since the meeting held on 14th August 2019 ITEM Jul 12.2. Obtain quotes for work identified by Cllrs arising from Playsafety insp. Ongoing (see item 11) 14.1. Cllr Eyre to discuss repair and placement of fence on footpath 2 with landowner. Pending Aug 6.1.c. 19/01837/CLPN The Mile House – Submit No Objection. Complete 6.1.d. 19/01912/TREEN Ash Grove, U Clatford. Submit No Objection. Complete 7.2.a. SINC application. Print and submit. Complete 7.2.b. Appoint Environmental Advisor (EA). Chairman has written and Miss H Folkard-Tapp has accepted the honorary appointment. Complete 9. Copy Cllr Gibson's report to Cllrs. Complete 10.4. Transfer £1500 between budget lines. Complete 11.1. Invite parishioner to discuss Skate Park proposal at next meeting. Complete 11.2.a. Accept AVA Recreation quote for wet pour. Complete 11.2.b. BBPF fence line clearance to be discussed with HCC. Reported via HCC website. Track it number 21446367. Complete 11.2.c. Fences and bench. Re-tender outstanding jobs. Complete 11.3.a.i. Draft tender for trackway maintenance (DC/Clk) Pending 11.3.a.ii. Sports field hedge cutting and pavilion area clearance to be requested on GM contract (TVBC). Complete 12.1.a. Tree works Brook Way. Invite quote. Complete 12.2.a. Obtain 'No Dogs' signings from Dog Warden (DC) Pending 12.2.b. Obtain LR plan for property The Green. Property is not registered. Complete 12.2.d. Copy GM ITT to Cllrs. Complete 13.2. Details of TVBC/Highways contacts to Cllr Coole. Complete 13.3. Street light file to be recovered from ex Cllr. Email sent, response awaited. Pending 14.3. Provide Post Code and population data to Chairman. Complete 15. Resilience Plan links to Cllrs. Complete	
6	Planning 1. Planning sub-committee to report on the following applications: a. 19/02077/FULLN Erection of Garden Playcentre (Retrospective). Dorset House, The Green No objection b. 19/02075/FULLN Erection of Replacement Conservatory. The Mile House No Objection c. 19/02062/FULLN Two storey side extn and single storey rear extn No objection	Clk Clk Clk
7	Neighbourhood Development Plan Steering Group Report. Cllr Eyre gave an update on progress as summarised below: 1. 3 Sep 19 meeting with consultant was held to review and amend existing draft Evidence Statements and NDP. 2. Documents all Evidence Statements are now reformatted to a standard. 3. Meeting planned with TVBC Neighbourhood Planning expert and consultant on 20 Sep to review prior to submission to PC. Andrew Pilley has replaced Jenny Brain in TVBC as our support liaison. 4. Future plan is: a. Print documents for final review by Parish Cllrs from 21 Sep 19 in advance of next PC meeting. Approval for a spend of up to £50 was given for printing.	

	<p>b. Following approval at next PC meeting, all documents will; be made available to parishioners via the web site and hard copies in Greenfields, Village Hall and All Saints. The Public Consultation will last for 6 weeks and every parishioner will need a flyer and response sheet. Responses can be made via the web or dropped in boxes at Greenfield, The Village Hall, or All Saints. A public meeting will be held at the start of the Consultation period. Leaflets and posters will announce details.</p> <p>There was then a discussion about the need to reference areas designated as Strategic Housing & Economic Land Availability Assessment (SHELAA). Cllr Eyre to discuss with consultant and TVBC and report back.</p>	CE																																	
8	<p>Borough Councillor to provide a monthly report Cllr Coole gave the following summary:</p> <ol style="list-style-type: none"> 1. Reminder about the Annual Conference of the Test Valley Association of Town & Parish Councils/Test Valley Borough on 21 Sep. He would be attending as will Cllr Flood as TVBC Cllrs and parish reps are encouraged to book places and attend. 2. Cllr Community Grants. TVBC Cllrs encourage local community groups and parish councils to apply for CCG. 3. The Andover Town Development survey. 4. Electoral Services are updating the electoral role. 5. Affordable Housing Review. TVBC are conducting a public consultation until 11 Oct 19 on their draft Affordable Housing Supplementary Planning Document (SPD). Copies of the draft SPD are available for public inspection at the following Council offices between the hours of 08.30 and 17.00 Monday to Thursday and 08.30 and 16.30 on Friday and at http://www.testvalley.gov.uk/planning-and-building/planningpolicy/supplementary-planning-documents 6. TVBC is issuing a Call for Sites as part of its review of the Strategic Housing and Economic Land Availability Assessment (SHELAA). 7. A review of the Assisted Bin Collection Service is underway 																																		
9	<p>County Councillor to provide a monthly report As reported in Aug minutes.</p>																																		
10	<p>Finance:</p> <ol style="list-style-type: none"> 1. To receive and approve the financial statement for 1st August – 31st August 2019. Cllr Williams had reviewed the bank statements to verify bank reconciliations (for all accounts) produced by the Clerk/ RFO and recommended acceptance. Cllr Eyre seconded, and all agreed. The Chairman countersigned the statement. 2. Approve payments to be made. <table border="0" style="width: 100%;"> <thead> <tr> <th style="text-align: left;">Chq No.</th> <th style="text-align: left;">Payee</th> <th style="text-align: right;">Amount</th> </tr> </thead> <tbody> <tr> <td>2110</td> <td>N Shah (Printing expenses)</td> <td style="text-align: right;">£19.30</td> </tr> <tr> <td>2111</td> <td>Rhys Dobbs (GM Aug)</td> <td style="text-align: right;">£560.40</td> </tr> <tr> <td>2112</td> <td>C Emmett (Salary & Exp)</td> <td style="text-align: right;">£366.42</td> </tr> <tr> <td>2113</td> <td>HMRC (PAYE)</td> <td style="text-align: right;">£88.80</td> </tr> <tr> <td>2114</td> <td>DJN Planning (NDP draft stage payment)</td> <td style="text-align: right;">£1,779.60</td> </tr> <tr> <td>2115</td> <td>Came & Company (Annual Insurance)</td> <td style="text-align: right;">£1,083.61</td> </tr> <tr> <td colspan="3">Card Payments made</td> </tr> <tr> <td>PV43</td> <td>British Gas (Pavilion 20/8/19)</td> <td style="text-align: right;">£31.76</td> </tr> <tr> <td>PV44</td> <td>Land Registry (Title & Plan 21/8/19)</td> <td style="text-align: right;">£6.00</td> </tr> <tr> <td>PV 46</td> <td>TESCO (Printer Paper 30/8/19)</td> <td style="text-align: right;">£11.00</td> </tr> </tbody> </table> 3. Financial Regulations – NALC Model 2019. The Finance Committee had reviewed the NALC Model 2019 and recommended their adoption. Agreed 	Chq No.	Payee	Amount	2110	N Shah (Printing expenses)	£19.30	2111	Rhys Dobbs (GM Aug)	£560.40	2112	C Emmett (Salary & Exp)	£366.42	2113	HMRC (PAYE)	£88.80	2114	DJN Planning (NDP draft stage payment)	£1,779.60	2115	Came & Company (Annual Insurance)	£1,083.61	Card Payments made			PV43	British Gas (Pavilion 20/8/19)	£31.76	PV44	Land Registry (Title & Plan 21/8/19)	£6.00	PV 46	TESCO (Printer Paper 30/8/19)	£11.00	Clk
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11	<p>Playing Fields</p> <ol style="list-style-type: none"> 1. To report the Monthly Monitoring of Play Park Equipment. Cllr Wilson had reported no fault found by email. Cllr Williams confirmed no issues were noted during her inspection the previous week. 2. Annual Playsafety Inspection <ol style="list-style-type: none"> a. Wet Pour – Work provisionally due 17 Sep b. Fence Vegetation BBPF – Cllr Shah and Wilson have looked at the task and now recommend accepting the quote from the GM contractor. Agreed c. Other tasks – Re-tendered to 3 possible contractors. 1 not interested, 1 not responded and 1 visited site on 3 Sep. Quote awaited. There was some discussion about the urgency of need as the contractor is not available for some weeks. 3. Sports Field <ol style="list-style-type: none"> a. Gateway, track and parking area specification to be drafted. 	Clk DC/																																	

		Clk
12	<p>Trees and Open Space</p> <p>1. Trees</p> <p>a. The quote from R Dobbs was to be accepted if the task was still needed.</p> <p>b. A response to a parishioner regarding the encroachment of ivy from one of the 'insets' was agreed.</p> <p>2. Open Spaces</p> <p>a. Dog Fouling Cllr Coole stated he had yet to obtain 'No Dogs' signs (if available).</p> <p>b. Land Registration The Green. A title plan had been obtained from LR, but it does not show ownership of side or front. Inquiries have been made with selling agent of No1. The Council agreed that commons registration as for the existing section of the Green should be sought for the track and front area on a line with the boundary to No 1.</p> <p>c. Legal Matter. The Clerk was asked to obtain an update on the LR application requested.</p> <p>d. Pillhill Brook.</p> <p>i. SINC Update. The application has been received by S Ecologist in HBIC. It should be included in her review sites for this year's Panel, which will be October-November. That is a year or 2 earlier than normal. Since then the parish EA has submitted recent video footage of an otter in the brook behind Cricklade Lodge</p> <p>ii. Vegetation Advice is that there is no complete blockage and we should wait for the natural death of vegetation by the end of October then liaise with the Environment Agency if nothing has changed.</p> <p>e. GM Tender Cllrs had been requested to raise any suggested amendments to last years tender and contract. None were raised at this stage. Cllr Shah had volunteered to transfer the maps to Parish on Line.</p> <p>f. Grass Cutting. Advice of continuance of grass cutting had be sought by the GM contactor. Cllr Kennedy would confirm with the Village Hall committee if any more were wanted. Village areas were to be cut while the growing season continued.</p> <p>g. Wild Flower Verges. There was a discussion about adopting wild flower verges. Cllrs agreed to bring suggested sites to the next meeting for discussion.</p>	Clk Clk DC Clk Clk NS SK Cllrs
13	<p>Footpaths and Highways</p> <p>1. Cllrs to report any footpath issues.</p> <p>a. BOAT 16 Anomaly. The Council had no objection to HCC proposal to resolve the anomaly. Clerk to advise.</p> <p>b. Overgrown hedges were reported at the Old Post Office which is impeding pedestrian movement and at No 1 Lovells Cottages where it impinges on the road. Clerk to notify owners.</p> <p>2. Road Safety Nil</p> <p>3. Cllrs to report any street lighting issues Documentation held by (ex) Cllr Newell is awaited.</p>	Clk Clk Clk
14	<p>External Committees and Events</p> <p>1. Report on changes to the website. Parish Church entry amended to show church contacts Numerous notices have been posted by Cllr Eyre who noted that the 'alerts' he had set on this area were not being activated, The Clerk was requested to liaise with Hugo Fox.</p> <p>2. Cllr Mrs Kennedy to report of upcoming events at the Village Hall Mrs Kennedy reported on the programme of events and highlighted the Defibrillator Training 23 Sep 19</p> <p>3. Cllrs to report on other meetings Nothing reported.</p>	Clk
15	<p>Correspondence and E mail. Clerk to report</p> <p>1. 14 Aug. TVBC (via Chairman). Upper Clatford Section 106 Parish Update - August 2019. £4289.16 received by TVBC, £24,678.95 (£4,241.95 nett of Highways alloc) agreed but some unpaid by developers.</p> <p>2. 19 Aug. Sport England. Sport England Site Validation - Upper Clatford Sports Field</p> <p>3. 26 Aug. Ex parishioner Inquiry via website. Availability of burial plots in All Saints Churchyard. Benefice directory sent.</p> <p>4. 28 Aug. (PCCs)Draft Affordable Housing Supplementary Planning Document. Circulated.</p> <p>5. 28 Aug. Neighbourhood plan for the parish of Charlton 2018–2029 - Pre-Submission (Regulation 14) Consultation. Copied to CCE</p> <p>6. 28 Aug. S&S Electricity. Unable to make next PC meeting for presentation.</p> <p>7. 31 Aug. Parishioner. Concerned about the excessive vegetation (cress) growth in Pillhill</p>	

	<p>brook. Photo taken and copied to Cllr NS.</p> <p>8. 2 Sep. S&S Electricity. Offer to attend 9 Oct meeting. Accepted</p> <p>9. 3 Sep. HALC Newsletter. Copied to Cllrs</p> <p>10. 4 Sep. Reminder - Test Valley Association of Parish and Town Councils/Test Valley Borough Council – First Annual Conference - Saturday 21st September, and Test Valley Resilience Forum - Saturday 12th October. Copied to Cllrs</p> <p>11. 5 Sep. Parishioner letter dated 30 Aug re ivy. Copied to Cllrs</p> <p>12. 6 Sep. TVBC. Strategic Housing & Economic Land Availability Assessment (SHELAA) Review 2019 (PC Clerks)</p> <p>13. 8 Sep. Parishioner(?) via website. Uncut verges appreciation. Directed to HCC website</p>	
16	<p>Councillors to request any items to be included within the agenda for the Meeting to be held Wednesday 9th October 2019</p> <p>1. Pre Meeting brief by S&S Electricity – Preparations in case of outages</p> <p>2. Proposal to submit NDP documentation for consultation.</p>	

Meeting Closed at 9.17 pm