

**MINUTES FROM THE MEETING HELD ON WEDNESDAY 11TH APRIL 2018
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 ON 9th MAY 2018

Present:	Parish Cllrs P Heslop (Chairman), D Coole, C Eyre, A Lockhart, C Williams, A Wilson, TVBC Cllr G Stallard. Minutes – C Emmett, Parish Clerk	
1	Apologies for absence. HCC Cllr A Gibson, TVBC Cllr M Flood, Parish Cllrs S Kennedy, A Newell	
2	To receive and accept declarations of interest Cllr D Coole declared an interest in item 12.4	
3	Public Participation Nil	
4	To approve the minutes from the meetings held on 14th March 2018 Cllrs all agreed that the minutes were a correct record of proceedings at both the Annual Parish Meeting and Monthly meeting. 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 March 2018 ITEM 6.1.c. Respond objection to 18/00423/FULLN Complete 9.1. Raise bill Village Hall for grass cuts. Complete 9.6. GM – accept quote. Complete 9.6. GM – add tender for GM service 2019/20 to Sep 18 agenda. Complete 10.1. Cllr CE to speak to potential website users. Ongoing 10.1. Seek alternative website quotes. Complete 11.1. Engage RoSPA Playsafety for inspections this May and auto scheduling annually. Complete 11.4. Replace cesspit cover. Complete 11.4. Cllr A Lockhart to liaise with Andover Bowls Club. Complete 11.4. Confirm with UCYFC May matches OK. Complete 12.2. Complete Lands Registrations. Parker Bullen contacted Ongoing 13.2. Liaise with TVBC Cllr to confirm request for yellow lines and 20 mph zone is being actioned. Complete 16. Accept carpentry quote. Complete . To liaise re dates and advance on his return for holiday 10 Apr. Pending 17. Finalise Data Protection SOP 2018 as agreed at PC Meeting. Complete Other Actions <ul style="list-style-type: none">End of Year Accounts & AGAR preparation. OngoingCirculate SOPs & RA for Annual Review prior to AGAR action. Complete	
6	Planning 1. Planning sub-committee to report on the following applications: a. 18/00703/CLPN Lawful Development Certificate rear glazed extn – 27 Valley Mead. No objection submitted. b. 18/00819/TPON Horse chestnut crown lift – 8 Brook Way. Planning Committee recommend No Objection. Agreed. Clerk to submit. 2. 18/00148/FULLN Change of use application for Bury Hill. Cllr Stallard reported that TVBC would be liaising with the appropriate heritage authorities on the change of use application for Bury Hill. He has also taken steps to ensure the application comes to the full TVBC Planning Committee if there is a recommendation in favour.	Cllk
11	Neighbourhood Development Plan This item was taken after item 6 at the request of TVBC Cllr Stallard. 1. Steering Group (SG) Membership. Cllr Eyre confirmed membership of the SG now comprised: Cllrs Eyre, Coole, Wilson Newell (who has been unable to participate due to other commitments) and Cllr Lockhart. Cllr Heslop as Chairman of the Parish Council has withdrawn to ensure he has no conflict of interest and will act as an observer. 2. SG Activities. Cllr Eyre summarised activities. He had circulated the following documents to all members of the Council:	

8 e Kennedy

	<div>a. Minutes from the first meeting (to be published on the website);</div> <div>b. NDP Introduction which will form the basis of a flyer to be sent to all parishioners;</div> <div>c. Proposed Project Timeline; the goal is to complete within 2 years. Public meeting at the end of 2018.</div> <div>d. NDP Draft Budget and Funding. This has been developed in discussion with Goodworth Clatford (GC) and projects a spend of £3,806 this FY which is within the planned Council budget;</div> <div>e. NDP Draft Questionnaire which has been adapted form that used by GC. Cllrs were asked to review and suggest any amendments or additions to the SG. (Immediate comments on GDPR Notice and email addresses were noted by CE).</div> <div>3. Formal Notification. There was discussion regarding the area to be included in the agreed NDP process, because the ongoing Community Governance Review may lead to adjustments in the northern boundary of the parish. It was agreed that the Neighbourhood area to be designated should be the whole parish as it now stands or will following the Community Governance Review. The Clerk was requested to submit the required formal documentation to TVBC of the intent to proceed based on the full extent of the Parish, with a map of Parish boundary.</div> <div>4. Feedback. Cllr Eyre requested feedback from all Cllrs be sent to him as soon as possible and well before the next meeting.</div>	<div>Cik</div> <div>Cik</div> <div>Cllrs</div>																																											
7	<div>Borough Councillor's Report. Cllr Stallard requested that item 11 be discussed prior to his report. Agreed (see item 11). He subsequently reported:</div> <div>1. TVBC feedback on Yellow Lines and 20 mph zone - item 14.2 (see item)</div> <div>2. Community Governance Review. Recommendations following from the first consultation period will be published shortly. This is likely to see a recommendation to rationalise the northern boundary of the Parish to align with the A303 and a move of one property into Andover Town parish area. There will be a second consultation period followed by final recommendations. TVBC is the deciding authority.</div> <div>3. TVBC Planning Committee have refused an application for the approved local crematorium site at Charlton to become a larger commercial area crematorium.</div> <div>4. TVBC Corporate Plan 2019-2023 drafting process will run from May to Aug 18. Cllr Coole questioned whether the public consultation requirement should be limited to only 1100 residents. He suggested it should be larger to be more representative of numbers within the borough.</div> <div>Cllr D Coole raised the matter of possible rises in contributions required from recipients of the Council Support Scheme (Council Tax benefits) suggesting these individuals are the least able to contribute more.</div> <div>The Chairman thanked Cllr Stallard who left at this point.</div>																																												
8	County Councillor's Report Nil																																												
9	<div>Finance:</div> <div>1. To receive and approve the financial statement for the period 1st March 2018 – 31st March 2018. Some Cllrs stated they had not received the statement so hard copies were distributed for scrutiny prior to all accepting the statement. The Chairman signed and dated the statement to confirm acceptance</div> <div>2. To approve payments to be made.</div> <table><tr><td>Chq No.</td><td>Payee</td><td>Amount</td><td>Remarks</td></tr><tr><td>1990</td><td>TVBC</td><td>£1,015.53</td><td>Not approved.</td></tr><tr><td>1991</td><td>HALC (HALC/NALC Membership)</td><td>£431.00</td><td></td></tr><tr><td>1992</td><td>TVBC (Dog Bins Apr 17 - Mar 18)</td><td>£319.68</td><td></td></tr><tr><td>1993</td><td>B&A Baker Ltd (Wkt scarification)</td><td>£350.00</td><td></td></tr><tr><td>1994</td><td>C Emmett (Salary)</td><td>£340.00</td><td></td></tr><tr><td>1995</td><td>HMRC (PAYE)</td><td>£85.00</td><td></td></tr><tr><td>1996</td><td>C Emmett (Expenses)</td><td>£23.44</td><td></td></tr><tr><td>1997</td><td>C Emmett (Overtime)</td><td>£137.44</td><td></td></tr><tr><td>1998</td><td>HMRC (PAYE)</td><td>£34.20</td><td></td></tr></table> <div>Card Transactions Made to date in Apr 18</div> <table><tr><td>06/04/2018</td><td>PV87 SSE (Pavilion Utility)</td><td>£20.49</td></tr></table> <div>3. To receive the annual financial statement for the period 1st April 2017 –</div>	Chq No.	Payee	Amount	Remarks	1990	TVBC	£1,015.53	Not approved.	1991	HALC (HALC/NALC Membership)	£431.00		1992	TVBC (Dog Bins Apr 17 - Mar 18)	£319.68		1993	B&A Baker Ltd (Wkt scarification)	£350.00		1994	C Emmett (Salary)	£340.00		1995	HMRC (PAYE)	£85.00		1996	C Emmett (Expenses)	£23.44		1997	C Emmett (Overtime)	£137.44		1998	HMRC (PAYE)	£34.20		06/04/2018	PV87 SSE (Pavilion Utility)	£20.49	
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S J Kennedy

	31st March 2018 The statement had recently been distributed to Cllrs for review prior to consideration of the statements on variances from the previous year and approval at the May18 Annual Meeting following approval of the Governance Statement.	
10	Governance. Councillors had been sent necessary Orders and Risk Assessments to review and propose changes prior to completing the AGAR at the May 18 Meeting.	
12	Playing Fields 1. To report the monthly Monitoring of Play Park Equipment Cllr Williams reported that there has been further pink paint graffiti on the slide in AVPF. Due to the weather Cllr Wilson had only managed a brief inspection and all seemed fine. He asked the Clerk to note for the agenda and minutes that inspections are monthly. 2. Anna Valley Playing Field No further points 3. Barksbury Bridge Playing Field No further points 4. Sports Field. a. Bowling Green. Cllr Lockhart reported that her liaison with Andover Bowls Club indicated that costs would be prohibitive. It was agreed that this would not be taken further. b. Cess pit cover. Cllr Coole left the building at this point having declared an interest. The Clerk detailed the 3 quotes received and Cllrs approved that from Willmont Building Svcs. Clerk to notify Cllr Coole was invited to re-join the meeting. c. Andover Robins wish to use pitch for Sunday League 18/19 if wide enough and a solution to pitch furniture and preparation could be found. It was suggested that a meeting with Robbins, UCYFC, Cllr Coole and the Clerk review this. d. The Clerk reported a request for use for UC v AV cricket match Sun 20 May. It was agreed that as this was mainly for "villagers" no charge would be raised but they liaise with Greensleeves regarding wicket preparation and repairs and pay this cost. Clerk to notify	<p>Cik</p> <p>Cik</p> <p>DC Cik</p> <p>Cik</p>
13	Trees and Open Space 1. Cllr Reports. Cllr Williams (CW) reported that she had been notified of a request from a parishioner for two fir trees on Foundry Rd to be significantly reduced in size. It was agreed that CW liaise with the parishioner to better understand the need and cost implications. 2. Request to Purchase Parish Land in Valley Mead Cllrs had considered this request and unanimously agreed that the land is a community facility and should not be sold. Clerk to notify applicant	<p>CW</p> <p>Cik</p>
14	Footpaths and Highways. 1. Cllrs to report any highways or footpath issues Concern was expressed about the integrity of the brick wall on Sam Whites Hill due to lean and water damage. Ownership was unclear and it was agreed that HCC Highways should be notified. 2. Highways – The TVBC Cllrs provided the following update on the request for yellow lines & 20 mph zone. The process TRO process for Andover West including Upper Clatford/Anna ward will start in the next few weeks and they are happy to include the proposed parking restriction requested by the Parish Council. However the speed limit is a separate matter that has to be dealt with by HCC. It is understood that HCC are not promoting 20mph speed limits any more until they finish the study of the experimental ones and advises that it would be best for the Parish to promote that via. their County Councillor as well as email traffic.management@hants.gov.uk . There was some concern expressed about confusions/conflicts this might cause with the NDP questionnaire which will hopefully identify the traffic calming wishes of the parishioners. Cllr Stallard will liaise within TVBC on this. 3. Cllr Newell to report any street lighting issues No issue was reported.	<p>Cik</p> <p>GS</p>
15	External Committees and Events 1. Report on changes to the website Cllr Eyre has very quickly compared the responses from alternative providers. It was agreed that he and the Clerk should do a more detailed comparison against the (draft) User Requirement	<p>CCE Cik</p>

S. J. Kennedy

	<p>Specification sent to all.</p> <p>2. Cllr Mrs Kennedy to report on Village Hall matters. No report.</p> <p>3. Cllrs to Report on other meetings. Cllr Wilson commented that he felt the funding meeting he attended in Romsey was worthwhile and informative. The Chairman asked that he and Cllr Lock complete the feedback request from TVBC be completed. Clerk to forward it to them</p>	<p>AW AL Cllk</p>
16	<p>Correspondence and E-mail. Clerk to report the correspondence received</p> <p>a. 16 Mar – Outcome of NALC Policy Committee in relation to on-site Parking – NALC Committee noted the motion as on-site parking in residential areas is already cited in para 107 of the draft NPPF.</p> <p>b. 22 Mar – HALC. The postponed Parish and Town Council event, will be held on Wednesday 16th May from 6.00 – 8.00 p.m. in Ashburton Hall.</p> <p>c. 22 Mar – TVBC Waste/Dog Bin emptying 2018/19 increase from £5.55 to £5.57 (ex VAT).</p> <p>d. 22 Mar – Lloyds Bank copy of cheque no 1953. Shows £65.51 not £65.57 as per statement. This has been credited</p> <p>e. 23 Mar – Action Hampshire. Rural Affordable Housing in Upper Clatford Parish assistance offer. Passed to CE (NDP).</p> <p>f. 20 Mar – TVBC. Evaluation of the TVBC Community Planning Toolkit. Passed to CE</p> <p>g. 20 Mar – HALC. NEW DATA PROTECTION REGS response to Cllr AW about updated regs.</p> <p>h. 3 Apr – Neighbourhood Watch Newsletter. On web and to Cllrs</p> <p>i. 3 Apr – GC NDP SG re Neighbourhood Plan (Goodworth Clatford) Pre-Submission Consultation. 9th April 2018 for a period of over six weeks, ending at 5.00 p.m. on 25th May 2018. Cllr Eyre will draft the Parish response</p> <p>j. 5 Apr – ANT Ltd confirmation of insurance cover (£400,000)</p> <p>k. 5 Apr – Paul Clayden re sale of Parish lands</p>	<p>CCE</p>
17	Council Instructions & Risk Analysis - Not discussed as covered by item 10	
18	Youth Services - Cllr DC to raise his concern at lack of provision at Borough/County and sought views on what PC can/should do to try and get a permanently funded Youth Service established, rather than depending on charities who are reliant on ad hoc grants/funds. It was suggested that the NDP Questionnaire should elicit wider views on this and that raising it at the TVAT&PC (next meeting – AGM 24 May 18)	
19	Newsletter – Only 3 items had been received by the Clerk. Any further items should be submitted to him and brought to the attention of the Council when a publication is deemed worthwhile.	All
20	<p>Councillors to request any items to be included within the agenda for the Annual Meeting to be held Wednesday 9th May 2018</p> <p>Cllr Heslop apologised that he would be unable to attend the next meeting and was concerned that he had no deputy since the resignation of Cllr Butler. While both the Chairman and deputy will be elected at that meeting, it needs to be chaired until that point. It was proposed that Cllr Kennedy be appointed Deputy Chairman until that election. Agreed by all.</p>	

Meeting Closed at 1010 pm

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15-18.