UPPER CLATFORD PARISH COUNCIL

MINUTES FROM THE MEETING HELD ON WEDNESDAY 13th DECEMBER 2017

AT 7.30PM IN THE KING EDWARD VII MEMORIAL HALL

THESE MINUTES ARE THE AMENDED RECORD FOLLOWING THE NEXT MEETING ON 10 JAN 18

Present:	Parish Cllrs P Heslop (PH - Chairman), S Butler (SB - Vice Chairman) (from item 9), C
	Crosthwaite Eyre (CCE), S Kennedy (SK), , C Williams (CW), TVBC Cllr M Flood (MF),
	HCC Cllr A Gibson (AG) (from item 6)
	Minutes – C Emmett, Parish Clerk (Clk)

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1	Apologies for absence. TVBC Cllr G Stallard, Cllr A Newell, Cllr A Wilson	
2	To receive and accept declarations of interest Nil	
3	Public Participation One member of the public was in attendance.	
4	To approve the minutes from the meeting held on 8th Nov 2017 Councillors	
	agreed that the minutes were a correct record of proceedings. The Chairman	
	signed and dated the minutes to confirm this.	
5	To receive the Clerk's progress report since the meeting held on 8 th Nov 2017	
	1. Item 6.1.a. 17/02745/TREEN – Submit No objections. Complete .	
	2. Item 6.2. Cllr MF agreed to clarify the meaning and import of the terms Strategic Gap and Local Gap. The settlement boundary is a land use planning	
	tool set out in the local plan for the purposes of defining the built-up area of the	
	village. In defining the settlement boundary TVBC would have used physical	
	features to mark the difference between the settlement and countryside. Usually	
	parish boundaries do not 'line up' with the edges of settlements. She would	
	provide the 'Settlement' map and 'gap' details for the next meeting. Ongoing	
	3. Item 6.3. Police House. Cllr Kennedy to respond to resident's enquiry.	MF
	Complete	
	4. Item 8. Church Lane Bridge. Letter should be sent to the Officer responsible in	
	Hampshire Highways regarding its safety and integrity. Complete Cllr PH	
	summarised response (see item 13)	
	5. Item 10. Copy the Minute agreeing to producing a NDP be sent to TVBC.	
	Complete.	
	6. Item 10. NDP 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. WG to	
	report at item 10.	
	7. Item 10. Cllr SK to send all Cllrs her draft amendment to the VDS. Pending	
	8. Item 11.1.b. A folder of Play Park check sheets to be provided to CW and more	
	sheets to AW. Complete	SK
	9. Item 11.2. AVPF Bin. Remove. See item 11. Complete	
	10. Item 11.3. BBPF. Order toddler swing frame. Complete.	
	11. Item 11.4. Sports Field	
	a. Showers. Accept quote from C McDonnell for completing this FY.	
	Complete.	
	b. Wicket Maintenance. Quote for wicket maintenance to be obtained.	
	Complete 12 Cricket Clark to arrange booking and for collection. Terms and conditions cont	
	12. Cricket. Clerk to arrange booking and fee collection. Terms and conditions sent out. Booking subject to awaited payment. Complete	
	13. Item 12. Trees and Open Spaces. Liaise with Amelia Williams TVBC re	
	development of a Tree Management Policy. Pending	
	14. Item 13.2. Lengthsman Scheme. Confirm to GC that UC wish to join new	
	cluster. Complete	
	15. Item 13.4. Street Lighting 11% increase in unit price costs reason be	
	established by writing to HCC. 'changes in UK energy market rates and are	
	roughly in line with government forecasts for unmetered supplies' Complete.	
	16. Item16. Annual Bonfire. The Clerk was requested to write and thank those	
	involved. Complete	

6	Planning – Planning sub-committee to report on applications: 17/02919/FULLN & 17/02920/LBWN The Moorings, Upper Clatford. No Objection submitted. No other applications on circulation at present. Cllr CW requested the Clk confirm with TVBC that planning mail is now to be sent to the Clk.	Clk
7	Borough Councillor to provide a monthly report. Cllr MF outlined the possible development of the old Magistrates Courts and area into a 'Cultural Quarter' and stated that a Prior Information Notice (PIN) had been issued to notify the market of a possible opportunity and assess interest.	
8	County Councillor to provide a monthly report. Cllr AG stated that despite suggestions that budgetary cuts would force cuts in Recycling Centres, 'Lollipop Ladies' and Community Transport they will not be subject to the savings measures. However other area will and that includes roadside verge cutting which will be reduced to a maximum of 1 per year. The intent of HCC is that Parishes will/should increase their precepts to cover additional needs. Responsibility for trimming hedges and trees is the landowners and HCC will in future expect Parish Councils to enforce this where necessary. This issue and the principles were debated. Cllr CCE agreed to try and confirm land ownership adjacent to Watery Lane. The Chairman updated Cllr AG on contacts he had had with HCC re the bridge at Fisherman's Cottage, Church Lane. Cllr AG explained that he had visited Church Lane with a roads official to look at both the surfacing and the flooding at the Church car park. He is hopeful that work may be done to re-surface the road but regrets HCC can do nothing about the car park flooding as it is on private land and not caused by road run off. The surface of the road a Sam White's Hill was raised. Cllr Gibson stated he would check progress on that and other issues raised by the parish earlier in the year. The Chairman thanked both Cllr MF and AG for their input. Both left at this juncture.	CCE
9	Finance:	Clk
3	 To receive and approve the financial statement for 1st Nov 2017 – 30th Nov 2017. Agreed by all. The Chairman signed and dated the statement to confirm acceptance of the statement. To approve payments to be made. Amount Payee VAT £3,661.77 TVBC (GM031&031a) £85.00 HM RC (PAYE) £0.00 £340.00 C Emmett (Salary) £129.09 C Emmett (Expenses) £162.76 Wicksteed Leisure Ltd (Swing Seat) £27.13 £30.00 B & A Baker Ltd (Wicket cut) £5.00 Chalk Pit Lease. Copy of new lease dated 7 Dec 17 received. Clk asked to obtain current photographs of the property Banking. Application for Clerk's Debit Card on Treasurers Account presented for authorisation and processing. Signed by Cllrs PH and CW. Internal Auditor Agreement. The Clerk was requested to obtain a current quote/form of engagement with the IA. 	Clk
10	Neighbourhood Development Plan Update. Cllr SB informed the Council that he	
	had received information from TVBC that the next step should be to define the NDP area and that he had been liaising with Monxton Parish regarding the project plan. He suggested costs could be about £7k but that was very tentative. He issued a check list based on Monxton's plan and asked for volunteers from the PC to join him and Cllr CCE on the NDP WG. Cllr CCE stated that he had some potential contacts for social media work, agricultural aspects, and other areas. Cllr PH stated that he felt the first public meeting was critical in gaining support and interest and suggested that a mini project plan of work needed to take us to the first	

	public meeting (to attract community interest / volunteers for doing a plan and identify possible issues). This might cover: timings/dates, pre- meeting communication content and distribution, public feedback when and how, (there was discussion about using Survey Monkey in advance and or questionnaires at the walk-in session), potential area for inclusion/exclusion in NDP (issues raised at meeting may change initial views) and people aspects of the plan (structure of Working Group (WG), consultants, and other experts etc). Cllr SB noted the input and would continue to develop a plan	SB
11	Playing Fields	OB
	 To report the weekly Monitoring of Play Park Equipment a. BBPF. Cllr AW reported by email that there were no new problems and all play equipment safe, no glass in grass but commented that the picnic bench was looking well past sale date. b. AVPF. Cllr CW reported not significant issues but noted that weeds were growing up under the slide. 	
	2. Anna Valley Playing Field. a. Playbark for Climbing Frame. The Clerk detailed the quote received for old bark de-weeding and moving to allow for replacement of the weed membrane prior to ordering new Playbark. The contractor however suggested the membrane was sound and problem is seed from overhead trees/vegetation. He suggests use of SPK weed killer and spread large amount of mulch on top. Then weed kill periodically when necessary. He is however not authorised to use weed killer so TVBC (a licenced operator) had been approached and have stated they will add regular weedkilling to GM contract. Periodic raking could become a Lengthsman task. Cllrs agreed that up to £ 500.00 on 5-6M3 of bark should be ordered and several	
	offered to help distribute it on arrival. TVBC should also be asked to add	Clk
	 weed killing to the GM contract. b. Bin. Remove. Quote received exceed authority so the Clk requested increased authority or suggested emptying could be a Lengthsman monthly task (if we join the scheme). It was decided to leave the bin in place until 	Clk
	joining the Lengthsman issue was resolved. 3. Balksbury Bridge Playing Field. BBPF.	Clk
	 a. Toddler swing seat. Received and held by Clerk. Clk to liaise with Cllr AN re fitting it. b. Picnic Bench. Cllr AW recommended to the PC they consider asking May Fair for a 50/50 split for a new bench. It was decided to seek a quote for 	Clk
	replacing timbers with view to subsequent grant application.	Clk
	 Sports Field Cllr SB reported that horses from the field to the north side had crossed into the sports field. He had spoken to the owner who agreed to deal with the fence. 	CIK
	 b. Showers. Hasten date from C McDonnell for completing this FY. c. Wicket Maintenance. Cllr SB proposed the quote from Greensleeves dated 14 Nov 17 to be accepted. Seconded by Cllr CCE, agreed. 	Clk
12	Trees and Open Space. Nothing was raised and it was agreed that the Clk and Cllr CW liaise about dates for seeking assistance with a maintenance plan.	
13	Footpaths and Highways	
	Clirs to report any footpath issues. a. Clir SB reported that the hedge and pavement by the Old Post Office in	
	 Upper Clatford needed attention. It was agreed that no action on the path was necessary now but that the owner of the property be asked to cut back the hedge. Cllr CCE offered to find contact details for the owner. b. HCC are calling for Priority Cutting Lists 2018 for 5 paths in the parish. To 	CIk CCE
	be confirmed at the next meeting for a reply by 1 Feb 18. 2. Lengthsman Scheme . The Clk informed the meeting that he was liaising with GC Clerk regarding points on the proposed Lengthsman agreement with the	Cllrs

	 lead parish raised by Cllrs PH & AW. A meeting requested with GC Parish Clerk to discuss. On 13 Dec GC Clerk reported that his PC also had some concerns and were looking into it. 3. Road Safety a. Speed Indicator Loan. TVBC have loaned an SLR sign on Red Rice Rd for a short period this month. Cllr CCE had seen it felt it was effective. The Council felt we should renew efforts to obtain one or two signs and approach TVBC to assist in purchase and management. b. Gateway Feature and Speed Sign Position on Red Rice Road. HCC have replied saying we cannot have the sign moved without Traffic Orders and felt it would not be appropriate. A Gateway feature would require Parish funding for survey, installation, and its maintenance costs. c. TVBC Review of current and new Traffic Regulation Orders covering Parking Restrictions. The Council instructed the Clk to request the double yellow lines to the east of Waterloo Terrace and a 20mph built up area zone be considered. d. Bridge at Fishermans Cottage Church Lane. Cllr PH summarised information he had received from HCC: weight restriction imposed 1977, width restriction imposed 2003/4, inspections in 2004 and2008. Latterly annual inspections. He is going to visit the dept on Tue 19 Dec to look and various documents to better understand the issue 	Clk
	e. Roadside verge and Hedge Trimming. The Clk was asked to contact LCAS regarding the position on enforcing roadside hedge/verge trimming responsibility suggested by HCC Cllr AG in item 8.	
	4. Cllr Newell to report any street lighting issues Nil reported.	
		Clk
14	External Committees and Events	
	 Clir Butler to report on changes to the website. Nil reported. The Clk stated that he had tried to claim against the Transparency fund for running the site but we were ineligible, despite only maintaining it for Transparency purposes, because it was set up before 2015 	
	 Clir Mrs Kennedy to report of upcoming events at the Village Hall Clir SK reported that the blinds will shortly be changed and there will be film nights in Jan - Apr 18. 	
	3. Cllr Crosthwaite Eyre to report on Faster Broadband Cllr CCE summarised	
	his discussions at the Virgin Media meeting in Goodworth Clatford. Virgin regret they are unable to connect Upper Clatford in phase 1 of the faster broadband	
	scheme now planned. Cllr CCE will look into getting Broadband feedback and	005
	grants. 4. TVAT&PC Meeting on Community Governance Review. Cllr SB attended	CCE
	this meeting and gave a summary stating that TVBC's view is that it should reflect 'community' wishes. The first consultation period is ongoing until 29 Jan	
	18. There was some discussion about possible changes to the parish	
	boundary. The Solar Farm at Cow Down was thought to be in the Parish but	PH
	needs confirming. PH wishes to speak to the Chair of adjacent parishes as appropriate before further discussion or decisions.	ГП
15	Correspondence and E mail. Clerk to report on correspondence and emails:	
	 Community Governance Review in the Borough of Test Valley. Summary from R Tetstall and TOR. Sent to PH and SB 	
	2. HALC course on Changes to Data Protection Legislation (GDPR) - 11th January 2018 - Booking Confirmation (£40)	
	3. S Water letter re Pill Hill Brook ecological sampling which will take place in	
	Autumn 2017, Spring 2018 and again in Autumn 2018. S Water request permission to access from parish land. Agreed	
	4. G Smith TVBC. Advice on next step for NDP	
	5. CV from Mrs Lockhart.	
	6. HALC Police and Crime Panel - Call for evidence on PCC efforts to counter	

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	cyber-crime. Deadline 13 Dec 17. Sent to Cllrs.	
	7. SAAA Notification of external auditor appointments for the 2017/18 financial year	
	8. HALC copy ESSO letter regarding replacement of aviation fuel line between Fawley and Heathrow. (It is south of Winchester and M3)	
	9. John Murray (IA) re Information from a presentation by the new external auditor PKF Littlejohn - 18th October 2017. IA draws attention to the new General Data Protection Regulations (GDPR) coming into effect in May 2018. More information on the ICO Website and recommends the guide on "the 12 steps to	
	be taken now"	Clk
16	Notice Board Cllr SK stated that the old notice board by the bus stop at AVPF is well used by the public for posting notices but is in a very poor state. She recommended asking for a grant from the May Fayre for repair. The Clk provided costs for replacements and was asked to seek a quote for repair to existing board to change the pin board and make it weather proof but accessible to the public.	Clk
17	Councillor Vacancies. The Chairman stated that the Parish Council still had 3 vacancies which could be filled by co-opting suitable candidates. He suggested Mrs A Lockhart, who was attending as a member of the public, be considered and invited her to address the meeting and retire afterwards. Subsequently Cllr SK proposed Mrs A Lockhart be co-opted to the Parish Council. Seconded by Cllr CCE. Agreed by all. Clerk to notify.	Clk
18	Councillors to request any items to be included within the agenda for the	O.I.
.	Meeting to be held Wednesday 10 th January 2017	
	1. Newsletter	Clk

The meeting finished at 2215