

**MINUTES FROM THE MEETING HELD ON WEDNESDAY 9<sup>TH</sup> JANUARY 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 ON 13<sup>th</sup> Feb 2019

<b>Present:</b>	Parish Cllrs P Heslop (Chairman), D Coole, S Kennedy, A Newell, A Lockhart, N Shah, C Williams, TVBC Cllr M Flood & HCC Cllr A Gibson Minutes – C Emmett, Parish Clerk	
<b>1</b>	<b>Apologies for Absence</b> TVBC Cllr G Stallard, Cllrs Wilson & Eyre	
<b>2</b>	<b>To receive and accept declarations of interest</b> Nil	
<b>3</b>	<b>Public Participation</b> Nil	
<b>4</b>	<b>To approve the minutes from the meeting held on 12<sup>th</sup> December 2018.</b> Cllr Newell asked that his name be removed from attendees as his absence was also noted under apologies. Agreed. The Clerk reported that he had amended the item numbering on the minutes posted on the website and had received an observation from Cllr Lockhart regarding a proposed change to item 7 to read as shown in red below: “..... In all, 699 residents (a 55.7% response) completed the survey. <b>The results point towards some support for building new homes with 35% of the respondents supporting the building of up to 10 new houses over the next 10 years and a further 35% supporting up to 20 new houses over the same period within the existing settlement boundaries</b> , predominantly as new low-cost starter and small family homes that blend with surrounding properties and protect views.....”. Cllr Lockhart proposed that the minutes be amended and then accepted as a true record of the meeting. Cllr Coole seconded the motion. Approved by all. The Chairman signed the amended minutes.	
<b>5</b>	<b>To receive the Clerk’s progress report since the meeting held on 12<sup>th</sup> December 2018</b> 5. Inform Cllr Flood of details regarding root removal in AVPF. <b>Complete</b> 9. Cllr Gibson to discuss Sam Whites Hill with S Merino. Email sent response <b>pending</b> 9. Cllr Gibson to discuss safety in Watery Lane with T Lawton. Email sent response <b>pending</b> 10.3.c. Clk to revise proposed budget to include items discussed. Circulated to Fin Ctee on 14 Dec 18. <b>Complete</b> 9.3.c. Earmark £5k from reserve to Pavilion refurbishment. <b>Complete</b> 11.4.b. Info organiser re no fee for Clatfest. <b>Complete</b> 12.1. Order tree survey from S Stevens. <b>Complete</b> 12.2.1. Send Coronation field conveyance. <b>Pending</b> 12.3. Issue Grounds Maintenance ITT. Issued 21/12 for returns by 1 Feb 19. <b>Complete</b> 13.1. Identify owner of footpath 4 and write to them and HCC re duty to maintain. Letters sent 8 Jan 19 to landowners. HCC letter pending responses. <b>Ongoing</b> 13.2. Priority Cutting List. Submit PCL to HCC. <b>Complete</b> 13.3. Road Safety. Cllr Coole to identify points on Red Rice Rd which need hedges cutting back and Clk to contact HCC and owner. Discussed 18/12. Letter sent 2 Jan 19. <b>Complete</b> 16.3. Cancel Survey Monkey. <b>Complete</b> 16.8. Inform Scope of possible locations for textile bins. <b>Complete</b>	
<b>6</b>	<b>Planning</b> <b>1. Planning sub-committee to report on the following applications:</b> a. 18/03261/TREEN – Hope Cottage. T1 fell holly tree. No objection submitted. b. 18/03247/FULLN & 18/03248/LBWN – Berwick House. Demolition of internal partition and part modern external wall, single storey rear extension and alterations to path. Chairman stated that there were no objections from the Committee. c. 18/03292/FULLN – Devon Pines, Red Rice Rd. Erection of front porch. On circulation due to Clk by 14 Jan (expiry 16 Jan 19). d. 18/02930/TPON – 164 Bury Hill Cl. Crown clean and remove deadwood, crossing branches and defective limbs. Reduce laterals and crown	
<b>7</b>	<b>Neighbourhood Development Plan Steering Group Report</b> Cllr Shah summarised the NDP Working Groups meeting held on 7 Jan 19 attended by about 40 volunteers. Three WG were set-up and led by a SG member : The Built Environment (Cllrs Lockhart & Newell); Environment Countryside & Landscape (Cllr Shah); Communities Facilities Businesses & Transport(Cllr Coole). The need for transparency and declarations of interests from WG members was noted. Proposed delegated budgets had been discussed by the SG for each WG. The Clerk was asked to review procedures regarding contracting and financial commitment.	<b>Clk</b>
<b>8</b>	<b>Borough Councillor to provide a monthly report</b> Cllr Flood stated that the final consultation Review of Traffic Management and On Street Car Parking Restrictions in West Andover runs from 11 Jan 19 to 1 Feb 19. Proposals would be displayed in Beech Hurst. In the parish this involves parking restrictions on Foundry Rd to the east of Waterloo Terrace. As part of the consultation	

	<p>process, TVBC will be holding public information events where you can find out more about the scheme and talk to officers. On Tue 22<sup>nd</sup> and Tue 29 Jan from 2 pm to 7 pm in Conference Room 1 TVBC Beech Hurst Offices. She also informed the Council that Goodworth Clatford NDP proposals had been accepted by the Inspector and reports would shortly go to TVBC full council for approval. She then discussed Homelessness and TVBC's ongoing Pilot scheme.</p> <p>Cllr Heslop asked that both Cllr Flood and Cllr Gibson note that the wall on the west side of Sam Whites Hill was in danger of collapse and formed a hazard to pedestrians and road users and asked that action be taken. The Clerk was additionally to write to Highways. He also mentioned a complaint he had received regarding the badly faded paint marking a disabled parking spot on Village St UC (by Bendles Cottage) [Afternote: This has since been re-painted]</p> <p>Cllrs Gibson and Flood left at this point.</p>	<p><b>MF</b> <b>AG</b> <b>Clk</b></p>																																						
9	<p><b>County Councillor to provide a monthly report.</b> Cllr Gibson had submitted a generic report the main points being: Keeping the pool at Test Valley School open is still being pursued but the school will need extra funds; There are no cuts to buses in this area; Salt bins should now all have been filled. If not parishioners can report it on the HCC website at <a href="https://www.hants.gov.uk/transport/roadmaintenance/severeweather/salting">https://www.hants.gov.uk/transport/roadmaintenance/severeweather/salting</a>.</p> <p>Cllr Gibson stated that HCC were planning an event next year to mark the anniversary of the birth of Stephen Hopkins in Upper Clatford.</p>																																							
10	<p><b>Finance:</b></p> <p>1. <b>To receive and approve the financial statement for 1<sup>st</sup> December – 31<sup>th</sup> December 2018</b> The Financial statement was presented and approved. The Chairman accordingly signed the statement.</p> <p>2. <b>Approve payments to be made.</b></p> <table border="0"> <thead> <tr> <th>Chq No.</th> <th>Amount</th> <th>Payee</th> <th>VAT</th> </tr> </thead> <tbody> <tr> <td>2058</td> <td>£31.20</td> <td>Andover Rubber Stamp Services (banners)</td> <td>£5.20</td> </tr> <tr> <td>2059</td> <td>£26.71</td> <td>SSE</td> <td>£1.27</td> </tr> <tr> <td>2060</td> <td>£100.00</td> <td>S Pope (NDP raffle 1st)</td> <td></td> </tr> <tr> <td>2061</td> <td>£50.00</td> <td>T Pay (NDP raffle 2nd)</td> <td></td> </tr> <tr> <td>2062</td> <td>£347.70</td> <td>C Emmett (Salary &amp; expenses)</td> <td></td> </tr> <tr> <td>2063</td> <td>£86.80</td> <td>HMRC (PAYE)</td> <td></td> </tr> <tr> <td>2064</td> <td>£40.00</td> <td>C Eyre (Refund NDP 7 Jan meeting venue hire charge)</td> <td></td> </tr> </tbody> </table> <p>Card Payments since last meeting</p> <table border="0"> <tbody> <tr> <td>PV93</td> <td>£6.00</td> <td>HM Land Registry</td> </tr> <tr> <td>PV100</td> <td>£3.00</td> <td>HM Land Registry</td> </tr> </tbody> </table> <p><b>Payments were approved and cheques signed.</b></p> <p>3. <b>Budget Planning FY 19/20</b> The Clerk distributed the revised budget sheets sent to the Finance Committee on 14 Dec 18 which were recommended to Council for approval. Details are attached as Annex A but in summary are:</p> <ul style="list-style-type: none"> <li>• Expenditure Total <span style="float: right;">£52,157.00</span></li> <li>• Income <ul style="list-style-type: none"> <li>○ Precept - <span style="float: right;">£15,300.00 (unchanged)</span></li> <li>○ From Parish Reserve <span style="float: right;">£ 9,064.00</span></li> <li>○ Rental Income <span style="float: right;">£10,083.00</span></li> <li>○ Grants &amp; VAT etc <span style="float: right;">£17,710.00</span></li> <li>○ Total Income <span style="float: right;">£52,157.00</span></li> </ul> </li> </ul> <p>There was a unanimous vote for approval and the proposed budget was accepted.</p>	Chq No.	Amount	Payee	VAT	2058	£31.20	Andover Rubber Stamp Services (banners)	£5.20	2059	£26.71	SSE	£1.27	2060	£100.00	S Pope (NDP raffle 1st)		2061	£50.00	T Pay (NDP raffle 2nd)		2062	£347.70	C Emmett (Salary & expenses)		2063	£86.80	HMRC (PAYE)		2064	£40.00	C Eyre (Refund NDP 7 Jan meeting venue hire charge)		PV93	£6.00	HM Land Registry	PV100	£3.00	HM Land Registry	
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11	<p><b>Playing Fields</b></p> <p>1. <b>To report the Monthly Monitoring of Play Park Equipment.</b> Cllr Williams reported that she would be inspecting the AVPF equipment the following day. Cllr Wilson had inspected and reported no faults by email due to planned absence.</p> <p>2. <b>Anna Valley Playing Field</b> Whirligig matting has been attended to by TVBC.</p> <p>3. <b>Balksbury Bridge Playing Field.</b> Nil.</p> <p>4. <b>Sports Field.</b> Work to install the height barrier is due week starting 21 Jan 19. The TVBC grant not yet in the parish bank account.</p>																																							
12	<p><b>Trees and Open Space</b></p> <p>1. <b>Trees</b> Brook Way survey date tbc with S Stevens. Cllr Williams will attend.</p> <p>2. <b>Open Spaces</b></p> <p>a. <b>Land Registration.</b> Parker Bullen (PB) have redrafted the declaration and need amplification on the access road (historic repairs etc that can be included in statement) and a signatory identified.</p> <p>b. <b>Chalk Pit Fence Condition Survey.</b> The Chairman (as an engineer) would undertake a condition survey of the fencing above the chalk pit.</p>	<p>Clk PH</p>																																						

	<p>c. <b>Chalk Pit use by Fire Brigade.</b> The Clerk reported that a request had been received from the fire brigade seeking to use the pit for abseil training. For consideration at the next meeting. Holding reply to be sent.</p> <p>d. <b>Hedge at Cophthall Cottage</b> The Chairman stated he had received complaints about the hedge overhanging the pavement. The Clerk was asked to write to the owners requesting it be cut back.</p> <p>e. <b>Commemorative Plaque</b> Cllr Kennedy stated that there was no standard design for plaques in Hampshire and no urgency for a proposal.</p> <p>f. <b>Grounds Maintenance Contract Tender.</b> Tenders awaited by 1 Feb 19.</p>	<p>Clk</p> <p>Clk</p>
13	<p><b>Footpaths and Highways</b></p> <p>1 <b>Cllrs to report any footpath issues.</b> Footpath 4 Bury Hill Ring. The Clerk has written to owners of adjacent lands regarding the need to cut back hedges. Responses awaited. Hants Countryside have responded that they will 'get onto this in the new year and will look at the narrow sections highlighted as possible future works. They had been in contact with English Heritage shortly before Christmas.</p> <p>2 <b>Priority Cutting List.</b> Hants Countryside please PC is prepared to check on work and report back.</p> <p>3 <b>Road Safety</b></p> <p>a. Red Rice Road hedges. Owner contacted on 2 Jan 19 and stated they would be getting a contractor in shortly.</p> <p>b. Speed at Junction Salisbury Rd and Bawksbury Hill Rd. In keeping with the safety reasons for the recent work on this junction it was considered hazardous to have that stretch of road with only the national speed limit. The 30 mph zone should be extended beyond the junction. The Clerk is to write to Cllr Gibson and Highways.</p> <p>c. Hedges Village St. Cllr Coole suggested that the hedge at the exit to U Clatford on Village St, from the track just before the vicarage, to the old police house, needed cutting back for the safety of both pedestrians and vehicles. Clerk to write to owners.</p> <p>4 <b>Report any street lighting issues</b> Nil.</p>	<p>Clk</p> <p>Clk</p>
14	<p><b>External Committees and Events</b></p> <p>1 <b>Report on changes to the website.</b> Various news items and other additions and amendments had been made to the website. Cllrs asked that the @upperclatford.com email service provider be again requested to enable password change on user accounts.</p> <p>2 <b>Cllr Mrs Kennedy to report of upcoming events at the Village Hall.</b> The programme is available on the Village Hall website. The next film is the Children Act on 28 Jan 19 followed by Mama Mia Here We Go Again on 18 Feb 19. The PB Pocket Orchestra evening of 1930's Ragtime and Blues music on Sat 9 Feb was recommended (<a href="http://www.fbpacketorchestra.co.uk">www.fbpacketorchestra.co.uk</a>).</p> <p>3 <b>Cllrs to Report on other meetings</b> Cllr Coole drew attention to the TVBC election meeting for candidates and agents being held on Tue 5 Mar at 5.30 pm in Stockbridge.</p>	<p>Clk</p>
15	<p><b>Correspondence and E mail</b> Mail not otherwise mentioned in the meeting has been received:</p> <p>1. 14-17 Dec. Various emails Cllr AG / UC parishioner re Salisbury road &amp; Bawksbury Junction. This cost £6k, funded by developer contributions (s106/CiL)</p> <p>2. 14 Dec. TVBC. Upper Clatford Parish Council Section 106 Update. <b>Copy to Cllrs</b></p> <p>3. 17 Dec. HALC. Letter to Parish &amp; Town Councils from the Hampshire Countryside Access Forum. Copied to GS (Goodworth footpaths) and AW.</p> <p>4. 18 Dec Neighbourhood Watch Newsletter. On website.</p> <p>5. 21 Dec. TVBC. Parish Council Elections Thu 2 May 19. Sent to Cllrs on 2 Jan 19.</p> <p>6. 22 Dec. TVBC Council Tax Precept 2019/20. Requirement to be submitted by 1 Feb 19 at the latest.</p> <p>7. 2 Jan 19. TVBC. Mayor of Test Valley Charity Appeal, Murder Mystery Evening, 16th February 2019. Chairman has own copy.</p> <p>8. 3 Jan 19. Groundlord. Care and management of trees incl Ash die back. CW Copied</p> <p>9. 7 Jan 19. Parishioner email opposed to extra lighting at top of Red Rice Road. <b>Cllr Kennedy will liaise.</b></p> <p>10. 7 Jan. TVBC. Email re root removal in AVPF. Aim to complete action this week.</p> <p>11. 8 Jan. Parishioner via website. NDP Built Environment WG. Forwarded to AL</p>	<p>Clk</p> <p>Clk</p> <p>SK</p>
16	<p><b>Councillors to request any items to be included within the agenda for the Meeting to be held Wednesday 13<sup>th</sup> February 2019</b></p>	

Meeting Closed at 9.26 pm

**Upper Clatford Parish Council Proposed Budget 2019/20**

<b>Expenditure</b>	<b>£</b>
Office Expenses	£600.00
Clerk Salary (Gross)	£5,627.00
Training	£500.00
Councillor Expense	£100.00
Legal Fees	£1,950.00
Insurance	£1,080.00
Audit Charges	£450.00
Section 137	£200.00
Grounds Maintenance	£4,450.00
Footpaths	£2,000.00
Tree Maintenance	£3,000.00
Dog Bins	£500.00
Street Lighting	£2,100.00
Pavilion	£1,000.00
Sports Field	£1,500.00
BBPF and AVPF	£2,000.00
Subscriptions	£600.00
NDP	£12,780.00
Website	£120.00
Events/Election	£1,500.00
Safety Measures	£0.00
Miscellaneous	£100.00
Projects	£10,000.00
<b>Total Expenditure</b>	<b>£52,157.00</b>
<b>Income</b>	
Precept	£15,300.00
Bank Interest	£10.00
Ant Structures Rent	£10,083.00
Website Sponsorship	£0.00
Pav. Running Cost Contributions	£0.00
Section 106 Contributions	tbc
VAT Repayment	£2,400.00
Miscellaneous Income	£50.00
NDP Grants	£9,250.00
NDP Anna Ward Grant	£1,000.00
Project Grants	£5,000.00
Parish Funds	£9,064.00
Village Hall (Grass)	tbc
<b>Total Income</b>	<b>£52,157.00</b>