

UPPER CLATFORD PARISH COUNCIL  
 MINUTES FROM THE (VIRTUAL) ANNUAL MEETING OF THE PARISH COUNCIL  
 HELD ON WEDNESDAY 11<sup>TH</sup> NOVEMBER 2020  
 AT 7.30 PM OVER ZOOM

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

Present:	Parish Cllrs P Heslop (Chairman), R Bennett, D Coole (from item 6), C Eyre, H Folkard-Tapp, A Lockhart, S Kennedy (intermittently from item 6), N Shah, C Williams, A Wilson TVBC Cllr M Flood (from item 6), HCC Cllr A Gibson Minutes – C Emmett, Parish Clerk
----------	---

	<b>Minutes Silence.</b> Prior to starting the meeting, the Chairman called for a minute of silence in memory of the fallen.	
1	<b>Apologies for Absence</b> Cllrs Coole and Flood were on a TVBC meeting and would join later	
2	<b>To receive and accept declarations of interest</b> Nil	
3	<b>Public Participation</b> Nil	
4	<b>To approve the minutes from the (virtual) Meeting held on 14th October 2020</b> Cllr Eyre proposed acceptance of the minutes, seconded by Cllr Williams: Approved by all.	
5	<p><b>To receive the Clerk's progress report since the meeting held on 14<sup>th</sup> October 2020</b>  <b>8 Jul 20</b>          13.4.f. Cllr Coole to arrange disposal of sports equipment. <b>Pending</b>          13.4.i. Cllr Coole to discuss contribution to running costs with UCYFC. <b>Pending</b></p> <p><b>14 Oct 20</b>          4. Follow-up request for drains and pipeline map from S Water. Email to Tom Gallagher sent 28 Oct 20. Acknowledged. Plans to follow. <b>Pending</b>          4. Independent monitoring of water quality in Pillhill Brook. Cllr HF-T to investigate. <b>Complete (see item 13)</b>          7.3. Submit Church Meadow South v6 to HBIC. <b>Complete</b>          7.6. National Planning White Paper. Cllrs to submit comments to NS. Consultation response to 'Communities.gov and Summary to MP on 28 Oct 20. <b>Complete</b>          8. Respond to Examiner questions on NDP. Submitted by CCE on 19 Oct 20. <b>Complete</b>          9. COVID-19 banner options to be considered (RB&amp;CCE) and quotes to be obtained by CCE. Authority to purchase qty 3 jointly agreed by Chair &amp; Clk. <b>Complete</b>          12.1 Budget update as agreed virement. <b>Complete</b>          12.5. Cllrs Budget requirements 21/22 to Clerk by 11 Nov 20. <b>Complete</b>          14.1. Clear ivy from AVPF NO DOGS sign. <b>Complete</b>          14.3. Cllrs to consider Pillhill Brook warning sign wording. See Item 12 <b>Complete</b>          15.1. Confirm waste clearance terms in TVBC quote for BWB and contract if suitable. (emails sent 28 Oct, 6 Nov) <b>Complete</b>          15.2. Contact HCC re litter sign availability. Nothing available. Local procurement suggested in line with approve budget (£100). <b>Complete</b>          15.4. Grant payment to forming Conservation Group. <b>Pending request document/payment details.</b>          19.1. Old Taskers Railing project. Cllr Shah to liaise further re budget with blacksmiths. <b>Complete.</b>          19.2. Cllr Wilson to lead on footpath to GC proposal. See item 17 <b>Complete</b></p>	
6	<p><b>Planning</b></p> <p><b>1. Planning Committee to report on applications (Cllr Shah):</b></p> <ul style="list-style-type: none"> <li>a. <b>20/02593/TREEN. The Cottage, U Clatford. 1 x Elder – fell, Laurel – reduce and crown.</b> No objection submitted.</li> <li>b. <b>20/02765/FULLN. Cophall Place. Part demolition and rebuild extension.</b> Response to TVBC by 11 Dec 20</li> <li>c. <b>20/01924/FULLN and 20/01925/LBWN Old Oaks. Demolition and erection of a new shed/workshop.</b> LA permission granted.</li> <li>d. <b>20/02299/TPON 26 Brook Way, Anna Valley. T1 - Turkey Oak - Reduce overhang on roof by 2.5m and remove epicormic shots on main stem to keep tree well maintained and safe.</b> LA permission granted</li> <li>e. <b>20/02234/TPON 8 Brook Way. Horse Chestnut – Fell</b> LA permission refused</li> <li>f. <b>Coxes Field. Caravan Park. No application lodged with TVBC</b></li> <li>g. <b>6 Valley Rise. 2 x sheds subject to Enforcement enquiry.</b></li> </ul> <p><b>2. Heritage Asset Listing (Cllr Heslop)</b> No further progress to report. A meeting is still pending.</p> <p><b>3. SINCS (Cllr Shah)</b> Church Meadow South SINC v6 document has been submitted to the Hampshire Biodiversity Information Centre (HBIC) for consideration. They will need to do an ecological survey in spring/summer.</p> <p><b>4. National Planning White Paper Consultation</b> Cllr Shah stated that he had submitted the Council's response and copied it to the local MP.</p> <p><b>5. Watery Lane Development.</b> The Chairman stated there had been some unauthorised field works to put a hard-core track into the field known as Coxes Field in Watery Lane. This is the cause of some concern to several parishioners who have contacted both the PC and TVBC. TVBC Planning Enforcement have imposed a temporary Stop Order on works. At present the matter</p>	

	<p>rests with TVBC but he feels Parish Council options need to be explored and should best be done in camera at present. He therefore proposed  <b>To resolve in accordance with the Public Bodies (Admission to Meetings) Act 1960 to exclude the public and press for discussion on the matter as prior publicity might be prejudicial to the special nature of the business.</b> Seconded by Cllr Bennett.</p> <p>Following discussions, It was agreed that planning aspects of this should be examined further.</p> <p><b>The meeting was then re-opened to the Press and Public.</b></p>	NS Cllk
7	<p><b>Neighbourhood Development Plan Steering Group Report</b></p> <p>1. Cllr Eyre stated that the Examiner had now concluded his report. In general, he is happy with the plan, and has examined and approved the designation of all the Local Green Spaces (LGS) despite objections received. He has asked for 24 editorial modifications to the plan to make it 'Referendum Ready'. The consultant has these in hand and TVBC have agreed to help with improved mapping. It should be achieved by the end of November 2020 with a Referendum probably in May 2021.</p> <p>(Cllr Kennedy's internet connection became intermittent and she was unable to remain at the meeting)</p>	
8	<p><b>Covid-19 Support (Group) Committee</b></p> <p>1. Cllr Bennett stated that there had been no new requests for support and there seemed to be greater confidence within the community than in the first lockdown. The support is still available if needed and new banners have been put up around the parish by Cllr Eyre to emphasise that point.</p>	
9	<p><b>Borough Councillor to provide a monthly report</b> Cllr Flood reported:</p> <ol style="list-style-type: none"> <li>1. Test Valley Borough Council – COVID Lockdown - Community Support Help and Assistance. TVBC will make funds available, if needed to build capacity, for parish/community volunteers' groups who collect prescriptions, do shopping or run errands for those who are self-isolating and do not have support networks in place. The Test Valley Community Helpline is on Tel: 0330 400 4116. Open 9am until 5pm, Monday to Friday, every week.</li> <li>2. Individuals facing financial difficulties or worries related to any council tax matter should feel free to phone and speak to TVBC Tel: 01264 368000.</li> <li>3. Parking Charges. TVBC has suspended parking charges in all TVBC car parks for the duration of lockdown to ensure those collecting essential supplies can do so speedily and safely while also ensuring adequate parking for those that live in the town centres who are confined to their homes</li> <li>4. Annual leaf clearance. TVBC's programmed annual leaf clearance started on Monday, 26 October for 6 weeks. and will Areas that regularly accumulate a lot of leaves are being targeted but TVBC will respond to ad-hoc requests to clear debris.</li> <li>5. Funding for Access to Food Funding received from central government has been given to charities and voluntary organisations to help residents access food during the Covid-19 pandemic. TVBC has processed grants to foodbanks in Andover and Romsey, as well as issuing funding to St Mary's Church and Romsey Community School for food initiatives. Six charities and community organisations have benefitted from this funding, at a total of-£89,000.</li> <li>6. Pre-Christmas Events. The Christmas Market and Artisans Market will now take place on Sunday 13 December 2020.</li> </ol> <p>Cllr Coole stated TVBC had unanimously approved the motion to invite Andover Vision to lead on improvements to Andover Town Centre Street Furniture and Vigo Recreation. Anyone who wants to be involved with the Andover Vision is invited to contact him or TVBC direct.</p>	
10	<p><b>County Councillor to provide a monthly report</b> Cllr Gibson reported:</p> <ol style="list-style-type: none"> <li>1. Surface Water Drainage and Flooding. We are approaching a potentially wet Winter. Hampshire Highways routinely maintains 60,000 gullies and 4,600 catchpits, as well as carrying out a continued programme of improvements to highway surface water drainage systems to make Hampshire more resilient to the effects of extreme weather. If you believe the flooding is from a main river contact the Environment Agency at:  <a href="https://www.gov.uk/government/organisations/environment-agency">https://www.gov.uk/government/organisations/environment-agency</a> or phone 0800 80 70 60. Urgent issues on the public highway can be reported to HCC via  <a href="http://www.hants.gov.uk/transport/roadmaintenance/roadproblems">www.hants.gov.uk/transport/roadmaintenance/roadproblems</a> during office hours and via 101 outside office hours.</li> <li>2. Highways. Due to recent re-structuring Cllr Gibson has arrange to meet the officers now in charge of N Hampshire on Friday 13 November 2020 as most are unknown to him and may not be familiar with the area. He will raise the concerns about Watery Lane (safety and hard core in layby). The Chairman expressed concern about the way utility companies can put up road closure signs without any other notification to Parish Councils or residents and expect them to search their websites. Cllr Gibson regretted the situation but noted that utility companies have this right in law and HCC place road closure notices as they direct. He will discuss the matter at his meeting with Highways</li> <li>3. Recycling Centre. Remains open on pre-booking system.</li> </ol> <p>Cllr Shah asked if there were any funds that could be requested to support a heritage project (Taskers Railings). Cllr Gibson stated he had used all the funds available through his Councillor Grants pot but</p>	

	<p>thought that Community Grants may be available on a matched funding basis. Cllr Flood also thought a grant might be available through TVBC.</p> <p>The Chairman thanked both Cllr Flood and Cllr Gibson who left the meeting at this point.</p>																																					
11	<p><b>Finance:</b></p> <p>1. <b>To receive and approve the financial statement for 1 October 20 – 31 October 20</b> (Statements had been sent to all Cllrs prior to the meeting) Proposed by Cllr Bennett, seconded by Cllr F-Tapp. Agreed by all. The Clerk explained about an overpayment to SSE which has been recovered. A SMART meter has now also been installed to reduce inaccurate estimated electricity bills.</p> <p>2. <b>To approve payments to be made</b></p> <table border="1"> <thead> <tr> <th>Payee</th> <th>PV</th> <th>Ch/Card</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>British Gas (Pavilion)</td> <td>52</td> <td>2191</td> <td>£34.16</td> </tr> <tr> <td>C Emmett (Salary &amp; Exp)</td> <td>55</td> <td>2192</td> <td>£371.12</td> </tr> <tr> <td>HMRC (PAYE)</td> <td>56</td> <td>2193</td> <td>£90.20</td> </tr> </tbody> </table> <p>An invoice is expected for the 3 x COVID banners at £28.50 plus VAT. Authority was requested to pay by card on receipt. Agreed. It was also requested that a new battery and pads be purchased for the defibrillator at £160+VAT and £32+VAT. Agreed. A vote of thanks was proposed for Jane Cooke who manages the equipment. <b>Agreed by all</b></p> <p><b>Cheques raised/Card payments since last meeting</b></p> <table border="1"> <tbody> <tr> <td>SSE (Pav utility – erroneous over payment)</td> <td>PV40</td> <td>bac</td> <td>71.56</td> </tr> <tr> <td>McAfee (Anti-virus)</td> <td>PV50</td> <td>DD</td> <td>£49.99</td> </tr> <tr> <td>Cartridgesave</td> <td>PV51</td> <td>Card</td> <td>£42.11</td> </tr> <tr> <td>Zoom (1 Nov 20)</td> <td>PV53</td> <td>DD</td> <td>£14.39</td> </tr> <tr> <td>Andover Rubber Stamp (4 Nov 20 is Plenty)</td> <td>PV54</td> <td>Card</td> <td>£177.00</td> </tr> </tbody> </table> <p>3. <b>Solar Farm – Community Funding</b> <b>Resolution:</b> <b>To resolve in accordance with the Public Bodies (Admission to Meetings) Act 1960 to exclude the public and press for discussion on legal advice on the matter as prior publicity might be prejudicial to the special nature of the business.</b> The Chairman stated he no longer wished to propose the resolution and wished to discuss the matter in open forum. He summarised action as follows:</p> <ol style="list-style-type: none"> <li>Intent to pursue the developer AGR as a company and the individuals involved in offering but subsequently not paying a 'community benefit'</li> <li>A meeting had been held with Hd of Planning, TVBC to brief him and discuss options for jointly or singly taking next steps actions including briefing Ofgem and writing to our local MP.</li> <li>Raising and FOI request to TVBC to ensure all communication on the matter of Cowdown Solar Farm was available should it be required for possible litigation.</li> </ol> <p>4. <b>Budget Inputs from Cllrs</b> The following was discussed regarding budget inputs</p> <ol style="list-style-type: none"> <li>Wet Pour Surfaces – Current designated funding earmarks £6,000 for replacement of a play area surface in 2021. Funds should remain earmarked by replacement should be delayed to 2022.</li> <li>NDP. A sum of £600 should be considered for hard copies of the made document and a volunteer event.</li> </ol>	Payee	PV	Ch/Card	Amount	British Gas (Pavilion)	52	2191	£34.16	C Emmett (Salary & Exp)	55	2192	£371.12	HMRC (PAYE)	56	2193	£90.20	SSE (Pav utility – erroneous over payment)	PV40	bac	71.56	McAfee (Anti-virus)	PV50	DD	£49.99	Cartridgesave	PV51	Card	£42.11	Zoom (1 Nov 20)	PV53	DD	£14.39	Andover Rubber Stamp (4 Nov 20 is Plenty)	PV54	Card	£177.00	<p>Cik</p> <p>Cik</p> <p>PH / CCE/ Cik</p>
Payee	PV	Ch/Card	Amount																																			
British Gas (Pavilion)	52	2191	£34.16																																			
C Emmett (Salary & Exp)	55	2192	£371.12																																			
HMRC (PAYE)	56	2193	£90.20																																			
SSE (Pav utility – erroneous over payment)	PV40	bac	71.56																																			
McAfee (Anti-virus)	PV50	DD	£49.99																																			
Cartridgesave	PV51	Card	£42.11																																			
Zoom (1 Nov 20)	PV53	DD	£14.39																																			
Andover Rubber Stamp (4 Nov 20 is Plenty)	PV54	Card	£177.00																																			
12	<p><b>Playing Fields</b></p> <p>1. <b>To report the Monthly Monitoring of Play Equipment</b> Cllr Wilson reported that he had inspected and found no faults needing action in BBPF. Cllr Williams reported all was OK in AVPF on her Oct inspection and that she would be inspecting again on 12 Nov 20.</p> <p>2. <b>Anna Valley Playing Field.</b> Ivy from the NO DOGS sign has been cleared.</p> <p>3. <b>Balksbury Bridge Playing Field</b> Cllrs reviewed the wording as no age is stated proposed in the proposed in the Risk Assessment:</p> <ol style="list-style-type: none"> <li>Entrance: <b>All children</b> must be accompanied by an adult at entrance (s) to playground.</li> <li>At natural entry points to the brook stating: <b>All children</b> must be accompanied at all times in Pill Brook, and footwear should be worn by everyone.</li> </ol> <p>After some discussion, it was agreed not to stipulate an age on the signs but allow parental discretion.</p> <p>4. <b>Sports Field</b> Cllr Coole reported that due to COVID restrictions, no games were currently being played by UCYFC and requested from other clubs to use the facilities had been refused. On other matter he reported:</p> <ol style="list-style-type: none"> <li>Disposal of Equipment. Not yet been progressed.</li> <li>UCYFC Pavilion and Sports Field Contributions. A meeting had not yet taken place with UCYFC due to COVID measures but did highlight some work that had undertaken on a radiator and basin in the pavilion.</li> <li>Cess Pit Fencing. Only one quote had been received for fencing off the cess pit area had been received. As it was a safety issue, it was agreed to proceed against that quote.</li> <li>Double Glazing and Facias. Quotes had been received from three contractors, but it was unclear if two of these had re-quoted due to stanchions being found in the structure. The</li> </ol>	<p>CW</p> <p>Cik</p> <p>DC</p> <p>DC</p> <p>Cik</p> <p>Cik</p>																																				

	Clerk was requested to re-visit the quotes with contractors and separate the costs for pavilion windows from the garage facias.	
13	<p><b>Trees and Open Space</b></p> <ol style="list-style-type: none"> <li>1. Grounds Maintenance (Brook Way Bottom) The Clerk stated that a response still awaited from TVBC regarding clearing all waste. It was suggested that this might be a task for the Conservation Group. Cllr Bennett said that this was not really the aim of the volunteer group, but he was willing to see if they were happy to do it. Cllr Eyre noted that Orchard Hill Farm had a JCB and hedge cutting equipment and would happily consider doing tasks for the Parish Council, but it was felt that the space would preclude use of such equipment here. Following further discussion, it was agreed that TVBC should be asked to do the job in line with their quote.</li> <li>2. Water Quality Monitoring Pillhill Brook. Cllr Folkard-Tapp stated that she felt there were two options: <ol style="list-style-type: none"> <li>a. Self-Help using fish tank test kits for nitrates, phosphates and ammonia. Approximate costs were £30 per set of 30 tests. She would be prepared to do this but felt that an adverse reading would then need confirmation by a profession testing. Cllr Shah remarked that test kits might be available through Maggie Shelton of the Watercress &amp; Winterbournes Landscape Partnership</li> <li>b. Professional testing. She was aware of a local company, Five Rivers in Salisbury which might undertake the work. This had not been costed. The Clerk was requested to obtain costs. Cllr Heslop asked what the tests would imply. It was suggested that an adverse result might be used to ask the EA to visit and test rather than be used to pursue polluters directly.</li> </ol> </li> <li>3. Litter. Cllr Heslop stated that he was obtaining quotes for commercially produced signs (Expenditure of £100 had been approved at the previous meeting).</li> <li>4. Conservation Group. The Chairman of the group thanked the Council for the grant and stated there were now 17 volunteers. The group had recently undertaken work clearing ivy from the Scots Pines on Bury Hill Ring and planned to do more ivy clearance along Watery Lane and the cycle path / footpath 1.</li> </ol>	<p>Clk</p> <p>Clk</p> <p>PH</p>
14	<p><b>Footpaths and Highways</b></p> <ol style="list-style-type: none"> <li>1. <b>Cllrs to report any footpath issues</b> Nothing reported.</li> <li>2. <b>Road Safety</b> <ol style="list-style-type: none"> <li>a. 20 is Plenty. Cllr Bennett reported on the '20 is plenty' signs were in place and he had one spare.</li> <li>b. Speed Indicator Device. There is an article on the website summarising data from 58,000 movements.</li> </ol> </li> <li>2. <b>Report any street lighting issues</b> Nothing reported.</li> </ol>	
15	<p><b>External Committees and Events</b></p> <ol style="list-style-type: none"> <li>1 <b>Report on changes to the website</b> Transparency guidance from ICO has been sent to the Clerk. While it is believed this is not an obligation on Council's with a turnover of between £25,000 and £200,000 it is considered best practice to adhere to the regulations for larger authorities. To that end a transparency page has been created on the website with links. This includes Parish Council policy documents.</li> <li>2 <b>Cllr Mrs Kennedy to report of upcoming events at the Village Hall</b> Nothing to report.</li> <li>3 <b>Cllrs to Report on other meetings</b> <ol style="list-style-type: none"> <li>a. Cllr Eyre reported that he had attended a digital webinar on ND options.</li> <li>b. Cllr Coole advertised the Test Valley Association of Parish and Town Councils (TVAP&amp;TC) meeting due on 26 Nov 20 and asked for support. He is Deputy Chairman. It will be held over Teams. Delegates need to pre-register with the secretary <a href="mailto:ehorbury@testvalley.gov.uk">ehorbury@testvalley.gov.uk</a></li> </ol> </li> </ol>	
16	<p><b>Correspondence and E mail The Clerk had circulated a list of correspondence including:</b></p> <ol style="list-style-type: none"> <li>1. 14 Oct. CPRE. Fundraising Appeal</li> <li>2. 19 Oct. TVBC. Test Valley Sustainability Appraisal Scoping Report Update.</li> <li>3. 22 Oct. HALC. LCPD People News</li> <li>4. 22 Oct. HCC. Admissions to Schools September 2021. Apply between 1/11/20 and 15/1/21. Detail on website.</li> <li>5. 22 Oct. Came &amp; Co. Upper Clatford Parish Council - Insurance Documentation</li> <li>6. 23 Oct. HALC. Hampshire ALC Mini Conference - Wednesday 4th November 2020</li> <li>7. 24 – 26 Oct. Cllrs/TVBC/JD/CS various. Field work in Watery Lane.</li> <li>8. 26 Oct. TVBC. RE: Test Valley Video Tapestry. Test and Trace Support payment availability. Published on website and copied to COVID-19 Support Group.</li> <li>9. 26 Oct. MS. MS 365 payment notification. Due 24 Nov 20 at £59.99 on DD</li> <li>10. 26 Oct. TVBC. Community Litter Pick</li> <li>11. 26 Oct. Parishioner CS. Watery Lane - Potential Caravan Site - UNAUTHORISED ENGINEERING WORKS</li> <li>12. 3 Nov. IPE. Upper Clatford Neighbourhood Plan -NP Inspector's Report for fact checking due by 6 Nov 20. CCE forwarded to NDP SG. Complete and returned.</li> <li>13. 5 Nov. Cllr CW. iPad SP1 Defibrillator - Important Information battery out of warranty. Replacement recommended. Referred to 'guardian' (JC).</li> <li>14. 7-9 Nov. Parishioners various. Closure of Village St 16 – 20 Nov. Has the PC been informed of reason. No. HCC and SGN. Detail on website Village St Closure Nov 20</li> <li>15. 9 Nov. IPE. Upper Clatford Neighbourhood Plan - Final Report. Hard copy taken for record.</li> <li>16. 9 Nov. TVBC (via RB). Continuing Unauthorised Engineering Works - Watery Lane, Upper</li> </ol>	

	Clatford. Update. 17. 10 Nov. HALC. CEX Briefing Note COVID-19 10.11.2020 18. 10 Nov. SDNPA (via HALC). SDNPA Parish Workshops – 8 Dec 20. Copied to AW & RB	
17	<p><b>Projects</b> (Cllr Shah &amp; Cllr Wilson)</p> <p>1. Old Taskers Railings. Cllr Shah stated he had suggested a budget range of up to £1000 to the 2 blacksmiths and had received the following ideas:</p> <ol style="list-style-type: none"> <li>a. Mount panels as a Heritage feature</li> <li>b. Use rails to form a tree guard</li> </ol> <p>After some discussion it was agreed that the feature should be located on parish land adjacent to Foundry Rd and the driveway wall of No 1 Taskers Drive. Grants (see item 10) should be sought to offset an approved spend of up to £2000.00.</p> <p>2. Footpath to Goodworth Clatford. Cllr Wilson stated he had not yet progressed this idea but planned to talk to landowners after lockdown. Cllr Bennett commented that Chairman of Goodworth Clatford Parish Council is supportive and keen to see this achieved.</p>	
18	<p><b>Councillors to request any items to be included within the agenda for the Meeting to be held Wednesday 9<sup>th</sup> December 2020</b></p> <p>1. Possible Land Acquisition</p>	

**Meeting Closed at 1010 pm**