

UPPER CLATFORD PARISH COUNCIL
MINUTES OF A MEETING
HELD ON WEDNESDAY 14TH JULY 2021
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

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| Present: | Parish Cllrs P Heslop (Chairman), D Coole, S Kennedy, C Williams, A Wilson, TVBC Cllr M Flood, HCC Cllr D Drew Minutes – C Emmett, Parish Clerk |
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| 1 | Apologies for Absence Cllrs Bennett, Eyre, Folkard-Tapp, Lockhart and Shah. The Chairman discussed the reasons for Cllr Lockhart's extended absence from meetings and requested the Parish Council approve this as reason for failure to attend under Section 85 of the LGA 1972. AGREED | |
| 2 | To receive and accept declarations of interest Nil | |
| 3 | Chairman's Opening Statement. Cllr Heslop made the following opening statement: Welcome back everyone. It is nice to be able to meet again in person even though we must maintain social distancing, for this meeting at least, and perhaps adopt some similar sensible measures we choose to take in future. I would welcome your comments on this after the Government has made its formal statement on the matter. For now, those seated need not wear face coverings unless they so wish for the benefit of others. I feel that the legislation to meet virtually served both the Council and the public well by both encouraging attendance and streamlining the process. We have said as much in our survey response to HMG. The eagle-eyed among you may have noticed we no longer put the NDP nor COVID Support on the agenda as both groups have now been disbanded having been very successful in achieving their objectives. I would like to thank all involved and in particular Cllrs Charles Eyre and Richard Bennett for being the driving force | |
| 4 | Public Participation Nil | |
| 5 | To approve the minutes from the Parish Council Meeting held on 5th May 2021 Cllrs confirmed they had received the minutes and Cllr Coole proposed acceptance. Seconded by Cllr Wilson and agreed by all. | |
| 6 | To receive the Clerk's progress report since the meeting held on 5th May 2021 Item From 10 Mar 21 12.4.b. Sports Field Utilities. Seek fixed term quotes from current electricity supplier. Contacted Bionics (Josh) 20/5, for comparison of market and current provider SSE. Details summarised for PC meeting 14 Oct. Complete. From 14 Apr 21 12.1. Debit Card. Examine with the bank steps to restrict sums to £500 for single signature transactions. Discussed with Lloyds Business Manager 15 Apr 21 Wrote on 19 Apr 21. Mandates for Clk to be signatory and Cllrs to have on-line signing authority. (Emmett & Bennett signatories wef 2 May 21). Write to bank to confirm telecon advice given 3 May. Done 24/5. No reply! Complete pending reply 14.2. Seesaw. Check availability of local servicing teams and grease points for the seesaw. Wicksteed say there are no grease points, but bushes may be changed if necessary. Complete. From 5 May 21 8.1.a. Planning 21/01039/FULLN Conservation and ecological enhancement Bury Hill Farm. Submit OBJECTION to TVBC. Complete 6/5. 8.1.c. Planning 21/00973/FULLN Retirement dwellings Sam Whites Hill. Submit response based on Planning Committee members majority. Received. Objection submitted. Complete 5. Councillors Portfolios to be published on website. Complete 13. PIR Review. Confirm with TVBC. Confirmed, Cllr F-T to complete new form. Pending return of form. 14. Zoom Subscription. Discontinue. Complete 16.2. Replacement Tree, Brook Way Bottom. Cllr Bennett investigating options and states it should take place in Autumn which is the optimal planting time. Ongoing 17.2.b. Road surface at top of Sam White's Hill to be raised at next meeting with HCC Cllr. Email contact sent to Cllr DD and Highways reply received – it was not in a state requiring action at that time. Parishioner (JF) notified Complete 18.2. Confirm availability of Village Hall and any COVID measures required. Cllr Kennedy. Pending Subsequent Taskings 11 May. No Mow May. Assess and liaise with TVBC. No mow limited to fringe strips and The Green. Complete 17/5 11 May. Test Valley Association of Parish and Town Councils. Notify PC Rep for - 27 May AGM. No volunteer available. Apologies sent 24 May. Complete 19 May. HALC. Awards event feedback/survey. Discussed with Chair and responded. Complete | |

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| | <p>3 Jun. Training. Apply for NS on Planning Cse Complete</p> <p>3 Jun. Liaise with DC on return re tenders for work at Sports field/Pavilion. Complete</p> <p>3 Jun. Rails Monument – Clarify if Planning Application required and apply if necessary (NS/PC). Not required PD under Part 12(b) of the General Permitted Development Order 2015. Cllr NS notified. Complete</p> <p>9 Jun. VAT reclaim for FY 19/20. Complete</p> | |
| 7 | <p>Planning – A summary was provided in advance of the meeting by Cllrs Shah and Bennett (Trees) as follows:</p> <ol style="list-style-type: none"> SINC Church Meadow South SINC The first botanist survey has been carried out and the results were promising. A second site visit will be carried out this month. Current applications <ol style="list-style-type: none"> 21/01602/FULLN. Re-rendered front elevation, replacement dormer window, rebuild rear extension. Sycamores, Village St, UC PC no objection 21/01564/VARN Amendments to summer house, Cricklade Lodge, Foundry Rd, AV PC no objection 21/01714/FULLN. Bury Hill Cottage, Red Rice Rd UC. Erection of a two storey rear extension with dropped eaves, following demolition of existing single storey extension. PC no objection 21/01729/FULLN. Erection of a detached garage, Reed Cottage, UC. PC no objection 21/01917/TPON Fell Silver Birch, 4 Brook Way. UCPC has no objection to felling subject to replacement planting.. 21/01636/FULLN Erection of two residential dwellings with associated parking, Poplar Vale Foundry Road, AV. PC objection - location within the Local Gap, harm to landscape character, no assessment of the impact upon the Pillhill Brook SINC, inadequate nitrate information, access, loss of amenity value to neighbours. Pending TVBC determination. TVBC Consent granted <ol style="list-style-type: none"> 21/00776/TPON Felling of 2xAsh trees. 12 Brook Way AV PC no objection 21/01793/DDTPO. Request to remove a fallen ash and fell a dead oak near Era Park. Approved 21/02079/DDCA. Felling of two silver birch at Sackville Barn. 21/01099/CLPN Application for a lawful development certificate for proposed removal of existing conservatory and replacement with a single storey rear extension, Ilex House The Green UC PC no objection 21/01157/FULLN Single storey extension to rear, Rosewood Highbury Road AV PC no objection 21/01138/LBWN Retention of replacement front door Taskers Arch 2 The Lodge Foundry Road PC no objection 21/01292/FULLN Demolition of conservatory, single storey kitchen extension, first floor extension to provide bedroom and ensuite, and erection of porch to north elevation. Shirley Lodge UC PC no objection 21/01436/FULLN Replacement garage with open store. Raglans, Foundry Rd, AV. PC no objection. Withdrawn application <ol style="list-style-type: none"> 21/01039/FULLN Conservation & Ecological Enhancement scheme, land N of Bury Hill Farmhouse. PC objection due harm to priority habitat, conservation area, Pillhill Brook SINC, misleading nitrate mitigation. TVBC Refused application <ol style="list-style-type: none"> 21/00973/FULLN Erection of four retirement dwellings, Sam Whites Hill, UC. Refused due heritage impact on BHF, harm to the Conservation Area, inadequate nitrate information, inadequate private waste removal details. PC objection submitted. Appeal 19/00133/FULLN Balksbury House , Balksbury Hill, Upper Clatford. Appeal against a condition requiring prior written approval of materials to be used above the DPC | |
| 8 | <p>Borough Councillor to provide a monthly report</p> <ol style="list-style-type: none"> Cllr Flood Reported: <ol style="list-style-type: none"> Vaccine Centre to move from The Lights Theatre to the Chantry Centre. Following discussions with the NHS: Andover Covid Vaccination Centre will continue to be hosted in one of Test Valley Borough Council buildings when it moves into the Chantry Centre in the Autumn Test Valley Civic Service – thanks to volunteers. The annual Test Valley Civic Service with the newly elected Mayor of Test Valley, Cllr Mark Cooper (Romsey Tadburn ward) was held in Romsey Abbey on Sunday 4 July, 2021. The date was a national Thank-you Day and the Service was an opportunity to recognise and appreciate the many volunteers across the borough who gave, and continue to give, their time selflessly to help others especially during the Covid-19 Pandemic. The name of every Test Valley community group that helped with the Covid response was read out including the Upper Clatford. 2023 Review of Parliamentary constituencies. The Boundary Commission for England (BCE) published their initial proposals for new parliamentary constituencies on 8 June 2021. The 2023 review was formally launched in January this year and the BCE are required to ensure that the number of electors in each constituency is more equal. They are now inviting feedback on the proposed boundaries as part of an eight-week consultation process. A second consultation will commence in Spring 2022, with a final four-week consultation on the revised plans in autumn 2022. The proposed constituencies for the South East, along with | |

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| | <p>interactive maps, guidance and more details about the review, can be found on their website: https://boundarycommissionforengland.independent.gov.uk/2023-review/south-east/</p> <p>In summary, the BCE are proposing that the Test Valley Borough Wards are split between three constituencies: North West Hampshire, Romsey and Southampton North and Eastleigh. The proposal for UPPER CLATFORD PARISH (TVBC – Anna ward) is: Romsey & Southampton North Constituency and the sitting Member of Parliament is Caroline Nokes. The consultation is currently open until Tuesday 2nd August 2021 – responses need to be received by that date at the latest, or they will not be considered. It was suggested that a constituency name change would be needed to more accurately reflect the new area. Comments on the proposals can be made through the BCE’s website at https://www.bcereviews.org.uk/</p> <p>d. TVBC Nitrates Credit Purchase. Land has been purchased at Rope Farm to provide TVBC with Nitrate Credits needed for future developments.</p> <p>2. Cllr Coole advised of the following events:</p> <ol style="list-style-type: none">17 Jul 21 10am – 3pm Walk-in clinic for COVID 19 vaccinations at The Lights Andover18 Jul Artisan Market, Andover21 Jul Andover Vision Stakeholder Meeting at 6pm in St Mary’s Church | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 9 | <p>County Councillor to provide a monthly report</p> <p>1. The Chairman welcomed Cllr David Drew and congratulated him on his electoral success. Cllr Drew then gave an overview of his career in local politics since the mid-1990s and a summary of the major County Council budgetary activities. He then covered the following topics,</p> <ol style="list-style-type: none">New Chief Executive for HampshireRural BroadbandBalancing the HCC BudgetGlass Recycling. It is no longer possible for the HWRC in Andover to accept glass bottles. Please use local facilities.Waste Prevention Community Grant Fund. https://www.hants.gov.uk/News/20210628CommWastePrevGrntClimate Change. HCC plan to spend £1.2m on internal climate change pilot projects.Public Health Consultation https://www.hants.gov.uk/News/15062021_healthconsultationParliamentary Boundary Change Proposals. <p>A copy of his report can be found on the parish website at https://www.hugofox.com/community/upper-clatford-15048/hcc-updates/</p> <p>2. Cllr Drew was then asked about:</p> <ol style="list-style-type: none">Road works later this month at Sam Whites Hill. He did not know but offered to check.Proposed Clatfords Link Footpath. As both Parishes are keen on it and still believe there is scope to use the road margins, they would appreciate some liaison with Highways. Cllr Drew agreed to try and facilitate a meeting. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 10 | <p>Finance:</p> <p>1. Annual Governance & Accountability Return: The Clerk stated that the Public Rights Period ran from 14 Jun 21 to 23 Jul 21 and that notices had been displayed from 18 May 21.</p> <p>2. To receive and approve the financial statement for 30 Apr 21 – 30 Jun 21. The Clerk had provided the Financial Statement covering May and Jun 21. Acceptance was proposed by Cllr Wilson, seconded by Cllr Coole and approved by all.</p> <p>3. Payments made since the last meeting to end Jun 21</p> <table><tr><td>Zoom (Monthly sub - now cancelled)</td><td>£14.39</td></tr><tr><td>J.K. Murray (Audit)</td><td>£215.00</td></tr><tr><td>HALC (HALC/NALC subs)</td><td>£474.99</td></tr><tr><td>HCC (St Lights Oct20-Mar21)</td><td>£1,188.51</td></tr><tr><td>All Saints Church (grant Flower Show)</td><td>£50.00</td></tr><tr><td>C Emmett (Salary, O'Time, Exp)</td><td>£562.07</td></tr><tr><td>HMRC (PAYE)</td><td>£138.20</td></tr><tr><td>H Folkard-Tapp (Plants BWB)</td><td>£199.51</td></tr><tr><td>B Gas (Pavilion 17/5)</td><td>£29.77</td></tr><tr><td>Kirbygas (Pavilion Boiler Service)</td><td>£72.00</td></tr><tr><td>Playsafety Ltd (Inspection)</td><td>£164.40</td></tr><tr><td>C Emmett (Jun Salary and expenses)</td><td>£401.98</td></tr><tr><td>HMRC (Jun PAYE)</td><td>£90.60</td></tr><tr><td>ICO (Registration)</td><td>£35.00</td></tr><tr><td>C Emmett (Jun Salary and expenses)</td><td>£401.98</td></tr><tr><td>HMRC (Jun PAYE)</td><td>£90.60</td></tr><tr><td>ICO (Registration)</td><td>£35.00</td></tr></table> <p>4. To approve payments to be made.</p> <table><tr><td>SSE</td><td>£77.31</td></tr><tr><td>Business Stream (Pavilion Water Bill)</td><td>£18.24</td></tr><tr><td>C Emmett (Salary and expenses)</td><td>£372.98</td></tr><tr><td>HMRC (PAYE)</td><td>£90.80</td></tr><tr><td>N Shah (Paint Rails Project)</td><td>£15.00 (pre-approved by Chair)</td></tr><tr><td>Tesco (Anti-bac etc Paper)</td><td>£15.50 (pre-approved by Chair)</td></tr><tr><td>Cartridgesave (Printer Ink)</td><td>£41.09 (pre-approved by Chairman)</td></tr></table> | Zoom (Monthly sub - now cancelled) | £14.39 | J.K. Murray (Audit) | £215.00 | HALC (HALC/NALC subs) | £474.99 | HCC (St Lights Oct20-Mar21) | £1,188.51 | All Saints Church (grant Flower Show) | £50.00 | C Emmett (Salary, O'Time, Exp) | £562.07 | HMRC (PAYE) | £138.20 | H Folkard-Tapp (Plants BWB) | £199.51 | B Gas (Pavilion 17/5) | £29.77 | Kirbygas (Pavilion Boiler Service) | £72.00 | Playsafety Ltd (Inspection) | £164.40 | C Emmett (Jun Salary and expenses) | £401.98 | HMRC (Jun PAYE) | £90.60 | ICO (Registration) | £35.00 | C Emmett (Jun Salary and expenses) | £401.98 | HMRC (Jun PAYE) | £90.60 | ICO (Registration) | £35.00 | SSE | £77.31 | Business Stream (Pavilion Water Bill) | £18.24 | C Emmett (Salary and expenses) | £372.98 | HMRC (PAYE) | £90.80 | N Shah (Paint Rails Project) | £15.00 (pre-approved by Chair) | Tesco (Anti-bac etc Paper) | £15.50 (pre-approved by Chair) | Cartridgesave (Printer Ink) | £41.09 (pre-approved by Chairman) | |
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| B Gas (Pavilion 17/5) | £29.77 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Kirbygas (Pavilion Boiler Service) | £72.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Playsafety Ltd (Inspection) | £164.40 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| C Emmett (Jun Salary and expenses) | £401.98 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Business Stream (Pavilion Water Bill) | £18.24 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Tesco (Anti-bac etc Paper) | £15.50 (pre-approved by Chair) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Cartridgesave (Printer Ink) | £41.09 (pre-approved by Chairman) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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| | <p>Philip Grob Blacksmith (Heritage Rails) £1200.00 R Bennett (Wood Footpath Barrier) £10.78 (received after statement circulated). Approval proposed by Cllr Wilson, seconded by Cllr Coole, approved by all.</p> <p>5. Solar Farm – Community Benefit Cllr Heslop stated that letters before action have been sent by the Council's solicitor Peter Begg to the developers and owners of the Cowdown solar farm, also a "Part 36 Offer". The latter offers out of court settlement or mediation, and both are standard legal practice before court proceedings. The review of the Particulars of Claim and the merits of our case (by William Webster QC) is under way; a positive QC review will be essential in order to conclude litigation finance for the prospective court proceedings.</p> | |
| 11 | <p>Playing Fields</p> <p>1. To report the Monthly Monitoring of Play Park Equipment Cllr Wilson reported that all equipment in BBPF appeared in good order but noted the chains for the removed swing seats kept dangling. He asked if they could either be tied back up or the seats replaced. Cllr Williams reported all equipment serviceable in AVPF. It was agreed that the seats should be replaced after 19 Jul 21. Cllr Coole offered to assist.</p> <p>2. Anna Valley Playing Field.</p> <p>a. Playsafety Inspection Report The report had been circulated and that most risks were low. The highest risk, a projecting nail in the climbing frame surround had been rectified. The Clerk was requested to produce a suggested work schedule for consideration.</p> <p>b. Cllr Williams reported party rubbish and face masks had been left by the bench which she would remove the next day when she had gloves on</p> <p>3. Balsbury Bridge Playing Field</p> <p>a. Playsafety Inspection Report The report had been circulated and that most risks were low. There was some discussion about the items by the jetty. The Clerk was requested to produce a suggested work schedule for consideration.</p> <p>4. Sports Field</p> <p>a. External Decoration. Tenders for External Decoration were considered and Painters Direct were to be appointed.</p> <p>b. Trackway and parking. Cllr Coole had been liaising with UCYFC and had met with a potential contractor on site prior to preparing a tender requirement specification. This is now ready, but he requested an on-site meeting with the Clerk and Chairman before inviting tenders. Agreed</p> <p>c. Utilities. Fixed Term Contract quotes were considered, and it was agreed that a 3-year term, direct debit contract with the existing contractor (SSE) should be adopted.</p> | <p>Clk/DC</p> <p>Clk</p> <p>Clk</p> <p>Clk</p> <p>DC/Clk PH</p> <p>Clk</p> |
| 12 | <p>Trees and Open Space</p> <p>1. Brook Way Bottom Underplanting – In her absence, the Chairman thanked Cllr Folkard-Tapp for her work on this with volunteers from the Conservation Group.</p> <p>2. No Mow May. After the May 21 meeting, Cllr Coole had proposed a 'No Mow' effort by the grounds maintenance team. A limited reduction was implemented.</p> <p>3. Parking on Open Spaces. It was noted that the owner of a car which is regularly parked on the Green had been asked not to park there in future and agreed. It was also noted that similar use is routinely being made of the green space by the village entrance on Balsbury Bridge Rd. The Clerk was asked to contact the vehicle owners.</p> <p>4. Conservation Group. Cllr Bennett has reported that the Conservation Group had completed various tasks in the area of the Green and along Path 2 and were to be thanked for their time and effort in restoring the kissing gate behind the Village Hall, clearing and seeding the area at the south of the Green, and strimming in the area of The Green, and cutting hedge on footpath to Valley Rise</p> | Clk |
| 13 | <p>Footpaths Highways and Pillhill Brook</p> <p>1. Cllrs to report any footpath issues.</p> <p>a. Hedge at the Old Post Office. A parishioner reported that the hedge of the Old Post Office, near the Crook & Shears was impeding the footpath. A request to have it trimmed had been sent and the path has been cleared.</p> <p>b. Footpath 2. End posts and kissing gate have been refurbished by the volunteers from the Conservation Group</p> <p>c. Footpath Clearance. HCC Countryside Services have been very effective in cutting our footpaths. Cllr Bennett had passed on the Council's thanks, via Gemma Clinch (Community Ranger), to the HCC Community Ranger Team for their excellent work, particularly on Footpath 2 which had become almost impassable.</p> <p>2. Road Safety</p> <p>a. SID. Rotation of speed detector is now being managed by a volunteer, K Williams who took over from Cllr Bennett on 31 May 21. The sign continues to be effective however a tablet or laptop is required to capture data. The Clerk was to investigate and purchase.</p> <p>b. An additional 20 is Plenty Sign was erected along Balsbury Hill in early June.</p> <p>c. A van has been parked or possibly abandoned to the right of the exit from Bury Hill Cl onto Foundry Rd which is reducing lines of sight at the junction. If the owner is known, could they be asked to move further from the junction.</p> <p>3. Report any street lighting issues. Nothing reported.</p> <p>4. Pillhill Brook – Pan Parish Forum: SW's Operations in the Fyfield Water Catchment Area - 7</p> | <p>Clk</p> <p>All</p> |

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| | <p>June 2021 The Chairman reported on the forum which had formed in an effort to put pressure on S Water to take remedial action to obviate the need for routinely undertaking tinkering operations in the area and over-pumping upstream from the parish. This engagement has the support of the local MP and positive sounding responses from S Water. It was however a disappointment that the Environment Agency had not attended despite a request to do so. A copy of the record of this meeting is on the parish website: Minutes page The Forum meets again in September.</p> | |
| 14 | <p>External Committees and Events</p> <p>1 Report on changes to the website Various new items have been posted.</p> <p>2 Cllr Mrs Kennedy to report of upcoming events at the Village Hall Cllr Kennedy reported that the Hall Committee were to meet on Mon 19 July.</p> <p>Cllrs to Report on other meetings Nothing reported</p> | |
| 15 | <p>Correspondence and E mail The Clerk had circulated a list of correspondence to the Cllrs and invited discussion or questions on items not otherwise covered in the minutes. There were none.</p> | |
| 16 | <p>Projects</p> <p>1. Taskers Heritage Railings – These were scheduled to be placed and painted on 15 July having confirmed that it may proceed as Permitted Development under Part 12(b) of the General Permitted Development Order 2015.</p> <p>2. The Queen's Platinum Jubilee 2022 Cllr Kennedy suggested that a public meeting be held October or November to seek volunteers for an organising committee to plan a celebration within the parish. Agreed. Any volunteers please contact Cllr Kennedy</p> <p>3. Stephen Hopkins Plaque. Cllr Kennedy stated she hoped that the plaque could be in place for unveiling on the first Monday in September. She agreed to hand the plaque to Cllr Heslop who had volunteered to fit it.</p> | <p>NS+</p> <p>SK</p> <p>SK/PH</p> |
| 17 | <p>Future Meetings and Delegations</p> <p>1. Future Meetings.</p> <p>a. Meeting August 21. It was agreed that there would be no meeting in August 21.</p> <p>b. 13 Oct 21 Meeting. The Clerk gave notice of his planned regretted absence on leave on the date of the October meeting. The Chairman asked what, if any hybrid meetings were permitted as it encouraged parishioner attendance and allowed self-isolating Cllrs to attend meetings if fit. Clerk to seek advice.</p> <p>2. Delegations. The Clerk asked if the financial delegations made in May 21 were to remain in place to facilitate more timely business. Agreed.</p> | <p>Clk</p> |
| 18 | <p>Councillors to request any items to be included within the agenda for the Meeting to be held Wednesday 8th September 2021 The Clerk asked for any matters for inclusion before publication of the agenda (ideally 2 weeks before the meeting). Cllr Heslop requested the Clerk investigate what idf any hybrid forms of meetings are permitted to allow isolating Cllr participation and encourage public attendance.</p> | <p>Cllrs</p> <p>Clk</p> |

Meeting Closed at 9:02pm