UPPER CLATFORD PARISH COUNCIL

UCPC Council Members
Cllr Peter Heslop, Chair, (PH)
Cllr Richard Bennett (RB) Deputy Chair
Cllr Charles Eyre (CE) - apologies
Cllr Nigel Freemantle (NF)
Cllr Kim Greenwood (KG)
Cllr Robert Hawkins (RHk)
Cllr Richard Hydes (RH)
Cllr Jane Kennedy (JK)
Cllr Patrick Littlehales (PL)
Cllr Cynthia Williams (CW)
Karen Nadin, Clerk/RFO (KN)

TVBC & HCC
Cllr Maureen Flood TVBC (MF)
Cllr Susanne Hasselmann TVBC (SH) - apologies
Cllr David Drew HCC (DD)
Michelle Penn – TVBC Community Engagement Officer

MINUTES – 13 MAY 2026

1. **Welcome, Apologies & Declarations of Interest**
   PH opened the meeting at 7.30pm . Apologies were received from CE and SH. There were no declarations of interest. PH welcomed members of the public and Cllr Kim Greenwood to her first meeting. There were five members of the public present.

2. **Election of Chair**
   RH nominated Cllr Heslop, PL and CW seconded – all agreed and Cllr Heslop was appointed as Chair and signed the Declaration of Acceptance of Office, witnessed by the Clerk.

3. **Election of Vice Chair**
   NF nominated Cllr Bennett, CW seconded – all agreed and Cllr Bennett was appointed as Vice Chair**.**

4. **Councillors Registers of Interests (RoI) forms**
   Clerk reminded councillors that it was an annual requirement for councillors to ensure their RoI forms were up to date. **ACTION – All councillors to check their forms and if needed amending to contact the Clerk for a new form for completion & return.**

5. **PC Committees and Councillor Portfolios**
   Councillors agreed to maintain the NDP Review Working Group and the Chalk Pit Development Working Group.
   NDP Review Working Group – Cllr representation was agreed as Cllrs Eyre, Bennett, Cllr Hawkins
   Chalk Pit Development Working Group – Cllr representation was agreed as Cllrs Bennett, Heslop, Eyre, Hydes, & Littlehales

   Portfolios
   Finance – Cllrs Eyre, Heslop, Bennett and Greenwood
   Planning Applications – Cllrs Bennett, Hydes & Williams
   Planning – Applications for tree works – Cllr Freemantle
   Parish Council trees – Cllr Freemantle
   Grounds Maintenance incl sports field & pavilion – Cllr Littlehales & Cllr Hawkins
   UCYFC Liaison – Cllr Hawkins
   Play Park Maintenance – Cllr Williams
   Play Park Proposals – Cllr Hawkins
   Highways Issues (incl street lighting) – Cllr Hydes
   Footpaths – Cllr Bennett
   Community Resilience – Cllrs Kennedy & Greenwood
   HR & Staffing Issues – Cllrs Heslop, Bennett & Littlehales

6. **Annual Review of Standing Orders & Financial Regulations**
   Councillors agreed to re-adopt Standing Orders and Financial Regulations without amendment. Will be reviewed on an annual basis.

7. **Approval of Previous Minutes**
   RH proposed 8 April minutes be approved, all councillors agreed. The minutes were signed by the Chair.

8. Any Updates on Actions from Previous Minutes

- Anna Valley play park replacement edging and chippings – PH & RB will arrange to complete this task over the next couple of months;
- Community Engagement Ranger – invitation to meeting – RB will arrange at a future date;
- Parishioner donation for new defibrillator – progressing - Clerk/PL to provide update in June;
- Tree planting on village green – RH investigating further and will update at future meeting;
- Parish Online – dog bin locations to be marked – progressing – will be completed shortly;
- Historical Group archaeological dig equipment – Clerk confirmed that items totalling £555 net (total amount of grant monies received by HCC & TVBC councillors for this purpose) have been ordered ahead of the dig commencing on 18 May;
- Removal of branches and ivy from village green – PL advised contractor will provide quote for this work;
- TVBC Community Resilience Officer invitation to future meeting – JK advised new postholder will be invited to attend in a few months' time;
- PC attendance at Northern Area Planning Committee re planning application for land at Sam White's Hill – the Committee meeting scheduled for 23 April was cancelled at short notice – no new date set as yet

9. Public Participation

There were no questions from members of the public present.

10. Borough Councillors Report & Update

MF advised that TVBC appointed a new Mayor and Deputy at their annual council meeting on 13 May. To fit in with the new unitary council's programme of elections, the Chief Exec of TVBC is suggesting that at the next Town and Parish Council elections in May 2027 the usual 4-year term be extended to 5 years. Views welcome on this proposal. A new Shop Frontage grant has been opened by TVBC as part of the regeneration scheme for Andover. She reported that the new theatre should be complete by early 2028.

11. County Councillors Report & Update

DD acknowledged the ongoing concern re diversion routes whilst roadworks were taking place and the lack of prior notification. He advised councillors to register for alerts via the one.network which contained an up-to-date list of all road closures and diversion routes etc. It was mentioned that a recent road closure in Church Lane in Goodworth Clatford had sent traffic over Tasker bridge which is unsuitable for larger/heavier vehicles. There is an ongoing issue with the amount and type of traffic that attempts to cross this bridge both during diversions and on a day-to-day basis. DD advised councillors to consider requesting a consultation on the suitable use of this bridge in the future.

12. Planning Applications

Applications Received since last meeting

- 26/00857/FULLN – 107 Bury Hill Close, Anna Valley – erection of a two-storey side extension – closing date for responses – 18 May.26/00507/VARN – Paddock House – Variation of Condition to approved plans – 2 x small new windows & chimney added to family room – little change to original planning. RH proposed no objection, all agreed.

Update on Current Applications

- 26/00259/FULLN – land at Sam Whites Hill – construction of a dwelling. RB updated that he had been due to attend the Northern Area Planning Committee on 23rd April but that this was cancelled at the last minute. Cllr Hasselman had explained to Committee that there was a historic wall there and were questions that still need to be answered for the Committee. Application has not been withdrawn at this stage. Following discussion, it was agreed that the Parish Council will write to TVBC to request information under the Environmental Information Regulations (EIR). **ACTION – Clerk to send this request once drafted and approved by councillors.**

13. Applications for Tree Works Received since last meeting

- 26/00767/TREEN – 2 Hill View, The Green – sycamore – tip reduction by approx. 2m, reduce height by no more than 5m, lift/raise lower branches to give height clearance of 3m from ground and thin crown by no more than 40% - closing date for responses – 7 May 2026 – NF proposed no objection – all agreed.

- 26/00738/TPON – land to the south of Fullerton Road, West of Farleigh School – 80 x lime trees – crown lift – closing date for responses – 15 May 2026 – NF advised enforcement team working with the applicant on this application so did not feel a response required from the Parish Council. All agreed.
- 26/00823/TPON – land adjacent to 28 Brook Way, Anna Valley – lime trees x 2 – re-pollard – closing date for responses – 14 May – NF proposed no objections, all agreed.
- 26/00953/TPON – 3 Manor Rise, Anna Valley – Beech reduction of lateral limbs overhanging the garden of applicant from the neighbouring property by 2-3m – closing date for responses – 29 May 2026 – NF proposed no objection – all agreed.

14. Clerk/RFO Update

Sections 1 & 2 of the AGAR for the year 1 April 2025 to 31 March 2026 had been circulated to councillors with supporting papers and all approved, AGAR signed by the Chair and Clerk as required.
KN had prepared and circulated account summary ahead of the meeting and this had been checked and agreed against the Lloyds Bank statements by CW.

Bal as at 1 April 2026	£72,203.17
Income from 1 to 30 April 2026	£7,834.01
Expenditure from 1 to 30 April 2026	£2,318.02
Cumulative Bal as at 30 April 2026	£77,676.51

The following payments were formally approved:-

Date	Payee and Goods or Service	Cost
7 Apr 26	Spusu – Clerk's mobile phone contract	£2.90
9 Apr 26	Octopus Energy – Chalk Pit electricity standing charge	£14.42
13 Apr 26	King Edward VII Memorial Hall – auditor meeting room hire	£30.00
13 Apr 26	Taits Printers – re NDP review publication	£50.00
15 Apr 26	Hampshire Assoc of Local Council – HALC/NALC affiliation fee 26/27	£545.00
20 Apr 26	Lloyds Bank – account service charge	£4.25
21 Apr 26	Octopus Energy – Sports Pavilion utilities	£28.78
23 Apr 26	HMRC – income tax re Clerk's salary – quarterly payment	£170.86
23 Apr 26	Acrewood – monthly grounds maintenance charge	£683.60
28 Apr 26	K Nadin – Clerk's salary	£779.52
29 Apr 26	Nest – Clerk's pension payment	£58.69

15. Neighbourhood Development Plan (Review) Update

RB reported that the closing date had been extended to 17 May – awaiting final responses and then analysis will take place – update to next meeting.

16. Chalk Pit Project Update

RB reported that the pre-planning submission response from TVBC has not yet been received.
There had been a recent break in the building at the Chalk Pit – nothing taken and site has been re-secured.

17. Grounds Maintenance Update

Clerk reported that the grounds maintenance contractor, whilst working on the sports field, had been asked by a neighbour to the field about a hedge that runs between the field and their paddocks and whether he knew who the owner of the hedge was as it had not been maintained recently. **ACTION – RHk will endeavour confirm ownership of the hedge.**

PL reported that the contractor continues to do wonderful job and he will shortly be receiving the schedule of works for this year.

It was noted that the hedge height at Balksbury Bridge needs reducing – **ACTION - RB to arrange height reduction of hedge by the Conservation Group (providing no nesting birds using the hedge).**

18. Parish Council Trees

NF advised that he had recently spoken to a resident of Valley Mead who was concerned about two branches overhanging property's garden. The resident had now decided to arrange and pay for a local tree surgeon to remove the branches.

NF advised that the tree policy is due to be reviewed in October and he will endeavour to update as required over the course of the next few months. **ACTION – NF to bring new draft policy/proposal to re-adopt current policy to the October meeting.**

19. **Play Parks/Playing Fields Update**
CW reported that there were no issues to report. The ROSPA inspection had taken place and the report had just been received. She will have a look through this and bring any matters requiring attention to the next meeting. **ACTION – CW to update at next meeting.**

The Clerk reported that she had been in conversation with UCYFC in relation to the agreement between us and which is due to terminate on 31 May 2027 unless extended. The Parish Council would need to give a season's (12 months) notice if we did not wish to continue beyond 31 May 2027 ie the Council would need to be giving notice to the football club by the end of May 2026. Following discussion, it was agreed to propose an extension to the current agreement to 2032, which would coincide with Parish Council elections. The Clerk mentioned that she has been advised that the football club now have charity status and are hoping to investigate grant funding opportunities to improve the pavilion facilities. As the Parish Council own the building it is likely that any grant applications would need to be made via the Parish Council rather than directly by the football club. MP, the TVBC Community Engagement Officer volunteered to have a meeting with RHk and members of the football club to discuss possible options. **ACTION 1 – Clerk to advise UCYFC re the Council's proposal of a 5-year agreement to cover the period 1 June 2027 to 31 May 2032 with a season's/12 months' notice to be given by either side if they wished to terminate the agreement. ACTION 2 – RHk to arrange a meeting between himself, a representative from the football club and the TVBC Community Engagement Officer to discuss possible options for funding to improve the pavilion facilities and he will provide an update at the next meeting of the Council.**

20. **Play Park Proposal Update**
RHk advised no further update at this stage – awaiting results of NDP survey and views of parishioners on what type of play area they would like to be considered.

21. **Highways Update**
RH had previously circulated the list of issues reported to HCC Highways and provided relevant updates. As was mentioned earlier in the meeting there has been some concern about the legality of the recently sign-posted diversion route over Taskers Bridge which has a size and weight restriction. **ACTION - RH to liaise with Cllr David Drew initially to confirm this and to also seek his views on the possibility of re-positioning the bollards**.

22. **Footpaths Update**
RB advised nothing to report at this meeting.

23. **Community Resilience Update**
JK had recently attended a community resilience meeting held in Goodworth Clatford where the newly appointed TVBC Resilience Officer was presenting. TVBC are keen for all parish councils to have their own community resilience plan in place prior to the new government reorganisation and whilst TVBC grants are still available for applications. **ACTION - JK and KG will work together to pull together a first draft and report back to a future meeting.**

24. **Correspondence Received since previous meeting**
The Clerk had recently received an email from a parishioner enquiring whether there were any allotment spaces available in the parish. KN had responded that at this time UCPC do not hold any allotment space and directed them to Andover Town Council in the first instance who may be able to offer a plot. PH reminded councillors that the Council do have an obligation to provide allotments if there is sufficient demand and that we should continue to be on the lookout for any suitable plots of land that may become available in the future. All noted.

25. **Pillhill Pan Parish Forum (PPPF) Update**
PH reported that the sewar replacement was due to start in April but has not yet commenced.

26. **Dates of Future Meetings**
2026 - 10 June, 8 July, 9 September, 14 October, 11 November, 9 December; NB No meetings in August.
2027 - 13 January, 10 February, 10 March, 14 April (Annual Parish Meeting to take place on same evening), 12 May (Annual Council Meeting). All meetings will commence at 7pm in the King Edward VII Memorial Hall.