UPPER CLATFORD PARISH COUNCIL

Minutes of the Parish Council Meeting at 7.00 pm 12th November 2025

King Edward VII Memorial Hall, Upper Clatford, Hampshire

Attendees
Cllr Peter Heslop, Chair, (PH)
Cllr Gerry Dawson (GD)
Cllr Charles Eyre (CE)
Cllr Nigel Freemantle (NF)
Cllr Robert Hawkins (RHk)
Cllr Richard Hydes (RH)
Cllr Patrick Littlehales (PL)
Cllr Cynthia Williams (CW)
Karen Nadin – Clerk/RFO (KN)
Cllr David Drew, HCC (DD)
Cllr Susanne Hasselmann, TVBC (SH)
Members of the Public x 5

Apologies
Cllr Richard Bennett, Vice Chair (RB)
Cllr Maureen Flood, TVBC (MF)

Minute Ref	Item/Motion
25/001	PH welcomed everyone and opened the meeting at 7pm
25/002	The minutes of the meeting held on 8th October 2025 were considered for approval. Approval proposed by NF, seconded by PL, five councillors agreed and one councillor abstained, as a result it was agreed to approve the minutes.
25/003	Update on Actions from previous meeting Action Grid was updated to reflect updates – majority of actions now completed.
25/004	Public Participation No matters were raised at this point of the meeting.
25/005	Borough Councillors Report SH had previously circulated the TVBC Councillor Update/Report for distribution. Main points to note:- • Launch of new grants – Climate Change, Park Homes & Energy Efficient grants; • Andover Christmas Festival will take place on Friday 21st November from 4-7pm – entertainment for all ages across the High Street, Bridge Street, Town Mills & Riverside parks and the Chantry Centre. Further information can be found on the Councillor update here:- **Borough Councillor Report Nov 25** SH advised that Government proposal for Local Government Reorganisation (LGR) will be sent out for public consultation by the end of November/early December.
25/006	County Councillors Report DD had previously circulated the HCC Councillor Update for distribution. Main points to note from that are:- • HCC is highlighting support for private foster carers following a Private Fostering Awareness Day that took place on 5th November; • HCC are consulting on School and Post-16 Transport Policies – consultations opened on 3rd November and run until 7th December; • HCC continues to grow their special education needs and disabilities (SEND) provision with more specialist places and inclusive support;

	• HCC Childrens Services have been recognised as 'Team of the Year' at the national Social Worker of the Year Awards. DD advised council of the latest County Councillor Grant scheme – it was updated in September 2025 following a comprehensive review. To reflect budget constraints the amount allocated to each County Councillor has been reduced from £8000 to £5000 – grants are only available to organisations, not individuals and applications are limited to £1000 per project. Further information on eligibility for these grants can be found here:- https://www.hants.gov.uk/community/grants/grants-list/county-councillor **ACTION – ALL councillors to consider possible HCC Councillor grant application with any suggestions forwarded to Clerk initially for inclusion on agenda at next meeting.** DD confirmed that the LGR proposals would be out for consultation at the end of November or early December and encouraged everyone to respond to have your voice heard. HCC elections will continue to take place in May 2026 at which point there will be approx. 18 months before the planned date for elections for shadow unitaries. There will be a press release issued in the forthcoming weeks with an update on food waste collections. In the first week alone 80 tonnes were collected. Have been a few minor issues reported but these problems will be ironed out in the coming weeks. DD reported that groundwater levels are lower than the seasonal average so there is less risk of flooding issues this winter. Planning permission for The Lights theatre has now been confirmed which is positive news for Andover and surrounding area. New theatre will hold 400 seats in the new auditorium with another performing arts area included in the plans.
25/007	Approval and adoption of UCPC Health & Safety Policy Previous Clerk had drafted and circulated for comment. RH proposed to adopt the policy, CE seconded and all councillors agreed. Policy will be adopted with immediate effect. **ACTION – Clerk to arrange publication of UCPC Health & Safety Policy on the UCPC website.**
25/008	Opportunity for councillors to raise any observations regarding current governance mechanisms, improvement proposals GD raised a concern around the way the new Employment Management Group had been formed and what was a very late addition to the agenda at the 8th October meeting to discuss and agree the structure of the group. PH pointed out that at that time council were in the process of employing a new Clerk/RFO hence the urgency around this. Other councillors agreed that potentially the item could have been deferred to a future meeting when all interested parties had been given the opportunity to put themselves forward for consideration to become part of the Management Group. Following discussion it was agreed to add the Employment Management Group (formation & structure) as an agenda item at the next meeting. **ACTION – Clerk to add Employment Management Group – Formation & Structure to agenda for 10th December.** PH reminded all councillors that we do not currently have a lead for Community Resilience. There has been quite a lot of correspondence received in the past few weeks in relation to

	the importance of having a Community Resilience Plan. PH asked if anyone would be willing to take this on. GD agreed to take on this portfolio for the parish council wef January and link in with the Village Hall Committee. **ACTION – Clerk to update Councillor Portfolios on the website to add Community Resilience to GD wef January.**
25/009	Planning Applications received since last meeting:- • 25/02542/FULLN – 1 Lovells Cottages – construction of 2 x outbuildings in the garden (retrospective) Following discussion it was agreed that the parish council would support the application but would like to recommend a condition to tone down the colour/brightness of the building. It was also agreed that the response should include some points in relation to the content of the Heritage, Design and Access Statement that formed part of this planning application. • 25/02585/FULLN & 25/02586/LBWN – Crook & Shears Public House It was queried whether the parish council had previously considered this application and responded with no objections so not sure why we had received again. Clerk advised she would respond to TVBC Planning again with no objections. • 25/02651/PIPN – land adjoining Roseberry House Farm RH had circulated prior to the meeting a report on this application in his role as Planning portfolio lead on the council. Report was discussed at length during which time the owners of the property, who were present at the meeting, clarified that a newly dug trench on the boundary of their property was for footings for a 1m high wall which they believe is acceptable to Planners. It was queried why this planning application had not been posted on the agenda that was published for this meeting. The Clerk advised that this application had not been received until 7th November ie after publication of the agenda but with a response date of 28th November and therefore needed to be brought to this meeting for consideration to allow a response prior to the deadline. RH proposed that the council object to this Permission in Principle (PIP) application on the grounds of inaccuracies within the Planning Statement for the PIP primarily in relation to the development land being outside of the settlement boundary. RH offered sight of his report to the owners of the property. Councillors agreed to object to the PIP application due to inaccuracies in the Planning Statement, particularly in relation to the land in question being outside of the settlement boundary. **ACTION: Clerk to respond to TVBC Planning to notify them of parish council's responses to the above applications.** Whilst discussing Roseberry House Farm it was noted that since the permission had been granted for the initial works (TVBC/01466/FULLN), it had been noted that the boundary hedge along Red Rice Road had been completely removed which the planning portfolio councillors felt was not in accordance with the Design & Access Statement provided by the developer as part of this initial planning application. The parish council have written to TVBC in this regard and await their response. The Clerk raised the issue that there are often occasions whereby applications are sent to the parish council for response after the publication of the agenda for the next meeting. Quite often the response deadline is prior to the next scheduled meeting so there is a

	requirement to bring these 'last minute' applications to a meeting even though it does not appear on the publicised agenda for that meeting. After a brief discussion it was decided that the agenda should include a note to say *'should a planning application notice be received from TVBC after the date of publication of the agenda it may still be discussed at this meeting if the response deadline is prior to the next scheduled parish council meeting. If any parishioner has a planning application or an application for tree works with TVBC Planning they should assume that it will be discussed at this parish council meeting even if it is not specifically noted on the agenda for this meeting'*. **ACTION – Clerk to add statement to future agendas under the Planning Application/Application for tree works items.**
25/010	Neighbourhood Development Plan (NDP) Update At the last meeting CE had agreed to form a steering group to undertake the revision of the NDP. Prior to this meeting CE had circulated an outline proposal for councillors consideration informing them of the formation of the steering group and their responsibilities. CE and RH had met with TVBC who had confirmed their support for the revision. CE asked for council's approval on the following points:- • Confirm the outline proposal is an acceptable plan – All agreed • Formally approve the steering group participants and roles – All agreed • Inform TVBC Planning of decision to proceed with NDP Revision – All agreed • Make a formal request for a Housing Needs Survey (HNS) to be undertaken by TVBC – All agreed • Request arrangement for budget – CE proposed a budget of £500, GD seconded, all agreed. **ACTION – CE to draft letter to TVBC for Chair's signature** **ACTION – KN to show in budget £500 ear-marked funds for NDP Revision**
25/011	Finance Update Bank Reconciliation from 1st to 31st October had been circulated prior to the meeting showing parish council income and expenditure for the month and balances totalling £92,256.79. This reconciled with the bank statements which GD signed as an accurate and true record:- Community A/C - £2,413.20 Commercial Instant Access 1 – Ear-marked monies for Chalk Pit Project - £24,827.56 Commercial Instant Access 2 – Community General Savings - £44,882.08 Community General Reserve – 95-day notice A/C - £20,133.95 KN presented detail of payments to be made between 13th November and 10th December for formal approval totalling £2486.88 – all councillors agreed and payments sheet signed by PH.
25/012	Budget Proposals & Precept Discussion Previous Clerk had drafted proposals for 2026/27 budget – after confirming with the Clerk/RFO the date that TVBC need to receive our precept requirement as the end of January 2026, CE proposed deferring this item to the December meeting to allow councillors time to consider their individual portfolios and budget requirements – these should be forwarded to CE in good time prior to the next meeting.

	ACTION – All councillors to consider the budget proposals, specifically for their individual portfolio areas. Recommendations to be submitted to CE by close of play on Friday 28th November
25/013	Playing Fields Update CW reported no issues with any of the play areas/equipment. It appears that some people are still placing dog poo bags in the Anna Valley play park bin – this is a low, open top bin which children are playing near and using and dogs should not be in the play park so neither should their poo. There is an actual bin just outside the play area that can be used for dog poo bags. It was suggested that current bin be replaced for one with a lid. **ACTION - KN is due to meet with TVBC representative at some point prior to Christmas to discuss the amount of bins in the parish and the emptying of etc in general so will raise this as a possibility at that time.** Whilst CW had been inspecting the play areas she noticed that some post office boxes seem to have been removed/replaced with larger versions, presumably so that parcels can be dropped into them too. She expressed concern that some of the parish letterboxes are very old/potentially rare & antique and part of history so would be a shame to lose them to more modern alternatives. Was there a way we could check what the plan was with the Parish letterboxes and potentially offer some protection for those older/antique/rarer ones? **ACTION – KN to endeavour to establish what the Post Office plan is for the post boxes in the parish.**
25/014	Play Park Proposal Update RHk advised that the first step will be to consult with parishioners on what they would like to see from any new play park. This will happen as part of the public consultation with regards to the revised NDP. CE suggested that it may be worth considering having a couple of options with approx. costings available at any public meetings for parishioners to consider and give feedback on. **ACTION – RHk to prepare for public meetings and consultation on play park proposals at those meetings.**
25/015	Highways Update RH provided update on following:- • pot holes on Balksbury Hill – work has been scheduled by HCC but not yet complete; • led lights for village – awaiting quote – to be forwarded to councillors when received; • flooding under A303 bridge on Barlow's Lane – gathering but dispersing quickly PH advised that as part of the Pillhill Pan Parish Forum works, the HCC Flood Manager would be visiting the Pillhill catchment area on 27th November and that he has arranged to meet with them to explain the issues – will update at future meeting. **ACTION – RH to circulate quote for led lights once received and benefits considered** **ACTION – RH to monitor Balksbury Hill pot holes to ensure repairs undertaken** **ACTION – PH to update on HCC Flood Manager visit at next meeting**
25/016	Application for tree works received since last meeting:- • 25/02498/TREEN – 1 Sunnyside – No objections • 25/02597/TREEN – All Saints Church – CE confirmed that this application has been withdrawn. Proposal has been sent to TVBC Planning (Trees) to consider a rolling permission to keep the pathway clear with a view to an application once every 5 years for re-pollarding

	• 25/02697/TREEN – Knapp Cottage – NF reported that as this application had only been received on the date of this meeting no further information was available on the TVBC Planning portal at this time in order to consider. Closing date for responses is 5th December so this will need to be considered individually between meetings and response sent to TVBC accordingly. **ACTION – NF to check Planning portal for further information in relation to Knapp Cottage application to enable a response.** **ACTION – Clerk to respond to TVBC Planning with parish council's responses in relation to the above applications.**
25/017	Parish Council Trees Update NF had received a quote for tree survey of £635. As per UCPC Financial Regulations for any amount over £500 we must endeavour to obtain 3 x quotes for works. CE asked which trees are encompassed by the tree survey and indeed should the survey include all PC trees if it doesn't already. **ACTION – NF to clarify trees that should be included in any tree survey and obtain 3 x quotes for the work which can be considered at the next meeting.**
25/018	Footpaths Update RB had sent apologies to this meeting so this item can be deferred until the next meeting.
25/019	Chalk Pit Update RB is the lead for this project so item will be deferred until the next meeting.
25/020	Items for Next Meeting • Finalise budget 2026/27 & Discuss Precept • Employment Management Group – formation & structure • Authorised Signatories on bank account – currently have 3 councillors, would be a good idea to have a 4th in case of sickness/holiday absences