UPPER CLATFORD PARISH COUNCIL

Members are summoned to attend an ordinary meeting of Upper Clatford Parish Council on Wednesday 9 September at 7.00 pm in the King Edward VII Memorial Hall. Members of the press and public are welcome to attend.

UCPC Council Members
Cllr Peter Heslop, Chair, (PH)
Cllr Richard Bennett, Deputy Chair (RB)
Cllr Charles Eyre (CE)
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 and RFO (KN)

TVBC & HCC Invitees
Cllr Maureen Flood TVBC (MF)
Cllr Susanne Hasselmann TVBC (SH)
Cllr David Drew HCC (DD)
Michelle Penn – TVBC (MP)

AGENDA – 9 SEPTEMBER 2026

(Appendices can be found on the website www.upperclatford-pc.gov.uk under meeting papers)

	Item
1	Welcome, apologies for absence & any declarations of interest relating to items on this agenda (RB)
2	Approval of minutes from meeting held on 8 July 2026 (Appendix A) Approval of minutes from extraordinary meeting held on 11 August 2026 (Appendix B)
3	Update on any outstanding actions (ALL)
4	Public Participation *Each member of the public is entitled to speak once only in respect of business itemised on the agenda for a max of 3 minutes as per the UCPC Standing Orders. This item will be limited to 15 minutes.*
5	Borough Councillors Report (MF/SH)
6	County Councillors Report (DD)
7	Planning Applications Received (RH) • 26/01790/VARN – Paddock House, Upper Clatford - Variation of condition 2 of 25/02099/FULLN to allow for external design alterations to the permitted extensions
8	Applications for Tree Works (NF) • 26/01907/TPON – Rosewood House, Stockbridge Road, Red Rice – reduce overhanging growth to boundary fence
	Re items 7 & 8 on this agenda - Please be aware that should the Parish Council be notified by Test Valley Borough Council of any new applications after the date of the publication of this agenda they may still be added to the agenda for discussion at this meeting in order to meet response deadlines.
9	Clerk/RFO update:- • To receive the financial update for the period from 1 April to 31 August 2026 and agree the bank reconciliation (Appendix C) • To formally approve payments made during the period 1 July to 31 August 2026 (Appendix D)
10	Neighbourhood Development Plan (NDP) Review Update (CE)
11	Chalk Pit Project Update (RB)
12	Grounds Maintenance Update (PL)
13	Parish Council Trees Update (NF)
14	Play Parks Update (CW)
15	Play Park Proposal (RHk)
16	Sports Field & Pavilion Update (RHk)
17	Highways Update (RH)
18	Footpaths Update (RB)
19	Community Resilience Update (JK)
20	External meeting attendance updates (ALL)
21	To confirm the date of the next meeting as Wednesday 14 October 2026 @ 7pm (RB)

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Cllr Richard Bennett (RB) Deputy Chair
Cllr Charles Eyre (CE)
Cllr Nigel Freemantle (NF) - apologies
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) - apologies
Cllr Susanne Hasselmann TVBC (SH)
Cllr David Drew HCC (DD)

MINUTES – 8 JULY 2026

1. **Welcome, Apologies & Declarations of Interest**
   PH opened the meeting at 7.00pm . Apologies were noted from NF and MF. There were no declarations of interest from Councillors present at the meeting. There were 7 members of the public present.

2. **Approval of Previous Minutes**
   CE proposed that the minutes of the meeting held on 10 June be formally approved, seconded by CW and agreed by all present. The minutes were signed by the Chair.

3. **Previous Action Updates**
   - Donated defibrillator – total cost for defib, heated box and installation confirmed as £1485 – parishioner arranging transfer of donated funds - equipment to be purchased and installation arranged as soon as possible;
   - Removal of branches and ivy from village green – this work has now been completed;
   - Councillors Register of Interest forms – all forms had now been completed fully and amended as necessary. New legislation means councillors home addresses are now also redacted from published Register of Interest forms unless councillor specifically requests for it to be published. All forms have now been updated and suitably redacted forms have been sent to TVBC for publication. **ACTION – Clerk to arrange redacted ROI forms to be published on Parish Council website.**
   - 26/00259/FULLN – construction of a dwelling on land at Sam White's Hill – no date set for Northern Area Planning Committee as yet. TVBC are due to provide a response to the Parish Council's request for information under the Environmental Information Regulations (EIR) by 13 July;
   - Notice of Exercise of public rights was published on website on 29 June as per the statutory requirement. To date no requests received;

4. **Public Participation**
   Members of the public present were invited to speak/comment if they wished in relation to matters on the agenda – there were no comments/representations made.

5. **Borough Councillors Report & Update**
   SH had circulated July's Borough Councillor report to councillors prior to the meeting, a copy of which can be found on both the Parish Council and TVBC websites. Main points to note from the report (further information can be found on the full report):-

   - Test Valley Association of Parish and Town Councils (TVAPTC) will meet again on 20 July meeting – this meeting will include a briefing on the Local Plan as well as Local Government Reorganisation (LGR) and Devolution – RB and KG will be attending this meeting on behalf of the Parish Council.
   - New Inn Dig, Upper Clatford – SH highlighted the archaeological work being undertaken by volunteers, to excavate parts of the site of the New Inn pub which burnt down in the late 1800's. Borough Councillors have donated monies towards the purchase of equipment via the Councillor Community Grant scheme. Further dates are planned at the dig site through July and August and all are welcome to get involved.
   - Southern Water continue their river enhancement works along the River Anton in Andover with works expected to be completed by the end of July.
   - Southern Water have confirmed a hosepipe ban which will begin on 10 July.

- Village fete season is in full swing with regular attendance at these local events by Borough Councillors.

6. County Councillors Report & Update

DD had circulated July update prior to the meeting, a copy of which can be found on both the Parish Council and HCC websites. Main points to note from the update (further information can be found on the full report):-

- The HCC Grant Scheme opens in July, with each County Councillor allocated a budget of £5,000 to support worthwhile community projects. Grants of between £100 and £1,000 are available, and DD encouraged the Parish Council to consider whether there are any projects for which it may wish to apply.
- HCC have announced their continued investment in adult weight management services. This will continue to be funded through HCC's ring-fenced Public Health Grant.
- HCC have agreed a major package of support for residents facing financial hardship. The Crisis & Resilience Fund is designed to help council's provide immediate crisis support and longer-term financial resilience for low-income households. Hampshire's allocation for 2026/27 is £11.035 million, including £586k to support residents who rely on heating oil.
- Holiday Activities and Food (HAF) Programme returns for Summer 2026. The programme is open to children who receive benefits-related free school meals and offers a range of activities throughout the summer.
- Hampshire Domestic Abuse Partnership recently showcased at House of Lords Committee – this coincides with the launch of the campaign highlighting the increased risk of domestic abuse during major football tournaments.
- Hampshire and Solent Combined County Authority (HSCCA) has been established. This represents an important step forward in the devolution of power and funding from central government, ensuring that decisions about the region are made closer to the people they affect.
- HCC have unveiled plans to introduce approx. 17,000 electric vehicle charging points across the county. These will be installed in local areas where 'off-street' charging from home is not an option. Approx 500 charge points are planned for delivery during the first year of the programme.
- HCC confirms funding available to Parish Council's that own and maintain bus shelters.

7. Planning Applications

There have not been any applications since the last meeting.

8. Applications for Tree Works Received since last meeting

- 26/01277/TPON – Unit 1 Era Park – councillors discussed and agreed no objections – **ACTION - KN to advise TVBC**
- 26/01318/TREEN – The Old Forge – Cllr Freemantle (not present) had declared an interest in this application (tree on land belonging to a neighbouring property). Councillors discussed and agreed no objections – **ACTION - KN to advise TVBC**

9. Clerk/RFO Update

The financial update for the period 1 Apr to 30 June 2026 had been circulated prior to the meeting. These figures have been checked against the bank statements and signed as a true record by KG.

Bal as at 1 April 2026	£72,203.17
Expenditure from 1 Apr to 30 June 2026	£9,676.38
Income from 1 Apr to 30 June 2026	£31,569.89
Cumulative Bal as at 30 June 2026	£94,096.68

KN had shared the budget monitoring report for the first quarter (1 April to 30 June 2026) with the agenda. A couple of small overspends were identified and explained and do not affect the overall position. The Council's spending so far is on track for the year and no major financial issues raised. Councillors welcomed the update.

The following payments were formally approved:-

Date	Payee and Goods or Service	Cost
3 Jun 26	Spusu – Clerk's mobile phone contract	£2.90
3 Jun 26	Acrewood – sports field grounds maintenance – monthly	£500.00
3 Jun 26	Acrewood – village grounds maintenance	£683.60
3 Jun 26	Taits Printers – NDP Review printing costs	£43.00
9 Jun 26	Octopus Energy – Chalk Pit utilities	£15.46
16 Jun 26	Octopus Energy – sports pavilion utilities	£34.27
16 Jun 26	Lloyds Bank – account service charge monthly	£4.25

18 Jun 26	ICO – Data Protection Registration – annual fee	£47.00
24 Jun 26	Nest Pensions – Clerk's pension payment June	£58.69
26 Jun 26	Acrewood – additional grounds maintenance works	£372.00
26 Jun 26	Clerk's salary – June	£779.32
26 Jun 26	Medic One EMS Ltd – replacement battery & pads for defibrillator	£320.60

10. Neighbourhood Development Plan (Review) Update

CE provided an update on progress to date. It is anticipated that the final draft NDP will be completed by mid-July. Once this is available, the appointed consultant will undertake a full technical review. Following that review, the draft will be submitted to Test Valley Borough Council (TVBC) for consideration and for a formal screening assessment. CE advised that part of the screening process may require additional assessments, specifically a Habitat Regulation Assessment and a Strategic Environmental Assessment. These might incur additional costs and could extend the timetable by approximately three months, although this requirement has not yet been confirmed.

The NDP Steering Group (NDPSG) remains confident that by February 2027 the plan will be ready to present to parish members. This will be followed by the pre-submission consultation (Regulation 14) and subsequently the statutory consultation with public bodies (Regulation 16). The independent examination is expected to take place between late July and mid-August, with the final Made NDP anticipated to be completed by September 2027.

PH thanked CE and the NDP Steering Group for the significant work undertaken to date and for their continued commitment to progressing the plan.

11. Chalk Pit Project Update

RB reported that a response has now been received from Test Valley Borough Council (TVBC) regarding the pre-planning application submitted earlier in the year, which included proposals for a community building and two commercial buildings. TVBC advised that they are unable to provide definitive planning guidance at this stage, as a number of additional surveys are required before the application can be properly assessed. They also confirmed that the current bat survey is insufficient to support any future planning submission.

TVBC highlighted that there is currently no evidenced need for a community building in this countryside location outside the settlement boundary - this issue would need to be addressed as part of any future proposal.

RB noted that the Working Group continues to explore the joint venture option for the commercial units and the associated legal considerations. A further update will be brought to a future Parish Council meeting.

12. Grounds Maintenance Update

PL reported that Acrewood continues to provide a good standard of service and that no issues had been identified. The Clerk is due to receive the schedule of works for the remainder of the year shortly. Councillors considered whether additional areas could be incorporated into the existing grounds maintenance contract. **ACTION - PL to discuss the matter with the contractor and request quotations for the additional works to be added to the contract.**

13. Parish Council Trees

NF, who was not present, had circulated four quotations for the tree works at Brook Way prior to the meeting. Councillors considered the quotations and agreed that confirmation should be obtained from NF that each quotation had been submitted against the same specification. Subject to this being confirmed, satisfactory references, proof of insurance and any other relevant documentation being provided, it was agreed that the Council should appoint the contractor who had submitted the most competitive quotation. **ACTION – NF to confirm as per above.**

14. Play Parks Update

CW reported that a branch was overhanging the swings at Anna Valley play park. **ACTION – PL to request that the contractor removes the branch.**

The issues identified in the ROSPA report had been investigated and the necessary repairs completed, with the exception of the following outstanding works:
Anna Valley play area:

- The wooden edging requires repair and the chippings need to be refreshed to a depth of 30cm. **ACTION - RB to complete the works.**

Balksbury Bridge play area:

- A replacement slat is required for the bench. **ACTION - PH to arrange for the works to be undertaken.**
- Moss is to be removed from the see-saw and the bearings are to be oiled or sprayed. **ACTION – PH to complete the works.**
- The metal post beside the jetty over the brook requires removal. **ACTION – PH to arrange removal.**

15. Play Park Proposal Update

RHk advised that he would provide a further update at the September meeting, following discussions with the TVBC Community Engagement Officer regarding the availability of grant funding.

16. Sports Field & Pavilion Update

RHk reported that he is seeking advice on the surveys required for the pavilion in order to support any potential future grant applications. He will provide a further update to the Council at the September meeting.

17. Highways Update

The Council noted that the sewer replacement works commenced on 30 June. Concerns had been raised with Southern Water and its contractor prior to the start of the works, particularly regarding the potential impact on Foundry Road. It was reported that congestion had been less significant than anticipated; however, a number of complaints had been received from residents. The main concerns related to speeding traffic and whether additional signage could assist in managing the diversion route and any pinch points. A review meeting is due to take place on 15 July, at which further consideration of these issues will be requested. It was also noted that some residents had asked whether the Speed Indicator Device (SID) could be relocated to help discourage speeding. CW confirmed that, in accordance with the licence agreement with Hampshire Highways, the SID is due to be moved to Foundry Road the following week, where it will remain for two weeks before being relocated to Balksbury Hill.

RH had updated the Road Issues Tracker and this will be posted to the website. Council noted that the missing bollard on Taskers Bridge has now been replaced.

18. Footpaths Update

RB reported that the Conservation Group met recently and cleared footpaths around the parish.

19. Community Resilience Update

JK and KG had prepared a draft risk assessment which was circulated prior to the meeting. JK advised that the next step would be to prepare a Strategy document, with initial advice to be sought from the TVBC Resilience Officer. Volunteers will be invited to join a Community Resilience Group, including representatives from the Village Hall Committee and other relevant community groups. RB suggested that the Council should also liaise with neighbouring parish councils that already have resilience strategies in place – all agreed. JK and KG will continue to provide updates at future meetings.

20. Correspondence Received

KN advised that correspondence had been received from parishioners regarding the traffic diversion associated with the sewer replacement works. It was noted that the issues raised had been considered earlier in the meeting under the Highways Update.

Concerns had been raised by residents regarding noise disturbance from shooting above Upper Clatford. It was noted that, although residents recognised that some shooting may be expected in a rural area, the frequency of recent activity had caused concern. The Parish Council is seeking to contact the landowner to clarify the days and times on which shooting is permitted and to understand what measures are in place to minimise the impact of noise on nearby properties. In the meantime, the Parish Council will continue to monitor the situation.

Correspondence had been received from a parishioner who had been asked to leave the sports field by a member of the Upper Clatford Youth Football Club. The parishioner had requested clarification regarding public use of the sports field when the football club is training or hosting matches. Councillors confirmed that the sports field remains available for use by members of the community, except for those areas being used by the football club during training sessions or matches. To avoid any possible future confusion, it was agreed that signage, including a map identifying the areas where the football club has priority use, should be prepared and displayed at the entrance to the field. **ACTION – KN to send response to parishioner and arrange for appropriate signage and a map to be produced.**

21. **Pillhill Pan Parish Forum (PPPF) Update**
Nothing to report at this meeting.

22. **External meeting attendance update** (Additional agenda item – agreed at meeting)

RB reported that he had recently attended a meeting of the TVAPTC, at which attendees received a briefing on Local Government Reorganisation (LGR). It was noted that elections will be held to appoint a shadow council, which will support the development of the new local government arrangements. Borough councils and parish councils will continue to operate as currently constituted for the time being, and regular updates will be provided as the process progresses. The meeting also included a workshop session considering the potential implications of LGR for parish councils. RB and KG will attend the next TVAPTC meeting on 20 July.

23. **Date of Next Meeting**

PH confirmed the date of the next meeting as Wednesday 9 September at 7.00 pm in the King Edward VII Memorial Hall (village hall). There is no Parish Council meeting in August.

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Karen Nadin - Clerk and RFO (KN)

TVBC Invitees
Cllr Susanne Hasselmann (SH)
Cllr Maureen Flood (MF)

MINUTES
11 AUGUST 2026 - EXTRAORDINARY MEETING

1. **Welcome, apologies & declarations of interest**
   Cllr Heslop opened the meeting at 8.00 pm. Apologies were received from Cllrs RH, PL, CE and MF. There were 13 x members of the public present. Cllr RH, although not present at the meeting had declared an interest as a close neighbour to the land in question. There were no further declarations of interest.

2. **Planning Application Ref 26/00259/FULLN**
   This extraordinary meeting has been called to consider the Parish Council's response to an amended planning application in relation to the construction of a dwelling on land at Sam White's Hill in Upper Clatford.

   The Parish Council received the original planning application on 12 February 2026 and responded with objections on 12 March 2026. A date for the application to be considered by the TVBC Northern Area Planning Committee was set for 23 April where Cllr RB was due to attend and present the Parish Council's objection to that original planning application – this meeting was cancelled on 23 April. On 18 May 2026 the Parish Council sought further information via a Freedom of Information Request that was dealt with under the Environmental Information Regulations 2004 (EIR). TVBC responded to this FOI request on 24 July 2026. An amended planning application was received by the Parish Council on 29 July with the consultation closing date recorded as 12 August.

   Cllr RB provided the meeting with the background in relation to this planning application, the Parish Council's initial objection on heritage grounds and summarised the response received from TVBC to the Parish Council's FOI request which queried the decision by TVBC to not enforce the rebuilding of a demolished wall in 2016/17.

   The amended planning application reduces the footprint of the proposed dwelling slightly and at either end of the building a wall will be reinstated, although not exactly in the same location as the listed wall that was previously demolished. Whilst there still appears to be some questions around the original wall, the materials used in its construction and the date of its demolition, the amended application addresses some of the Parish Council's original reasons for objection and they must now decide whether to continue to object on the same basis or amend their response. Cllr RB confirmed to councillors that the proposed dwelling is not situated in a Local Green Space (LGS) or the Local Gap.

   During discussions members of the public present made some observations including questioning the Borough Council's decision to not enforce the rebuilding of the wall back in 2016 and pointed out that para 209 of the NPPF states that 'where there is evidence of deliberate neglect of, or damage to, a

heritage asset, the deteriorated state of the heritage asset should not be taken into account in any decision'. Cllr JK also provided an update on the historical dig that was currently taking place on land approx. 100m to the north of the site where an artefact, possibly 250-400k years old, had been discovered so would like to ensure that a further archaeological assessment of the site is undertaken prior to any decision being made.

Cllr RB proposed that, in view of the fact that a previously demolished listed wall will be reinstated in line with the proposed western wall of the proposed dwelling, the size of the proposed dwelling will be reduced slightly, the historic walled garden will be reinstated, and the building will not impact adversely the character and appearance of the village, the Council amend their response to this application to no objection, but that they should make some observations/further comments for the Borough Council officers to consider during their deliberations prior to making any decisions on this amended planning application. A vote was taken and all councillors agreed to this proposal.

At this point in the meeting TVBC Cllr SH addressed members of the public present and reiterated to them that the Parish Council are only one voice in this process and if anyone wished to continue to object then they do so via the TVBC planning portal. Planning Officers will look at all responses received and if there is strong enough feeling within the community the application will be called to Committee.

Cllr PH closed this extraordinary meeting at 8.45 pm.

Appendix C

UPPER CLATFORD PARISH COUNCIL
ACCOUNTS 1 APRIL TO 31 AUGUST 2026

Receipts

Precept	21,021.00
VAT Refunds	9,819.79
Bank Interest	351.03
UCYFC - Utilities Refund	307.82
UCYFC - Sports Field Maintenance Refunds	2,083.35
Miscellaneous Receipts	1,997.61
TOTAL RECEIPTS	**35,580.60**

Payments

Administration Costs	
Staff salaries	4,334.12
Council Meeting Room Hire	46.88
Audit Fees	350.00
Staff Pensions	234.76
Bank account charges	21.25
Office Expenditure	64.50
Subscriptions	545.00
NDP Review	1,863.00
Maintenance Costs	
Grounds Maintenance - Village	3,790.00
Grounds Maintenance - Sports Field	2,000.00
Utilities - Sports Pavilion	318.87
Chalk Pit Maintenance Costs	449.32
Play Park Equipment	199.20
SID and Defib	1,835.00
Street Lighting	1,116.81
Miscellaneous Payments	701.30
TOTAL PAYMENTS	**17,870.01**

Opening Balance as at 1 Apr 2026	72,203.17
Total Receipts 1 Apr to 31 Aug 2026	35,580.60
Total Payments 1 Apr to 31 Aug 2026	17,870.01
Cumulative Balance as at 31 Aug 2026	**89,913.76**

Reconciled with bank account balances as at 31 August 2026:-	
Community Account	2171.2
Commercial Instant Access Account	48623.57
95-Day Notice Account	20579.89
Chalk Pit Project Account	18539.1
TOTAL BANK BALANCES	**89913.76**

Bank statements were checked against these figures by a Councillor of UCPC at it's meeting on 9 September 2026

Signed _____

Print Name _____

Appendix D

Upper Clatford Parish Council
Formal Approval of Payments - 1 July to 31 August 2026

Date	Description	Payee	Amount
03/07/2026	Sports field utilities - water usage	Scottish Water Business Stream	£185.39
03/07/2026	Mobile Phone monthly	Spusu	£2.90
09/07/2026	Utilities Chalk Pit	Octopus Energy Ltd	£15.97
10/07/2026	Utilities at sports pavilion	Octopus Energy Ltd	£16.36
17/07/2026	Grounds maintenance - sports field	Acrewood	£500.00
17/07/2026	Grounds maintenance - village areas	Acrewood	£683.60
20/07/2026	Bank account service charge	Lloyds Bank	£4.25
23/07/2026	Income tax re staff - quarterly invoice	HMRC	£266.06
27/07/2026	Staff pension - July	Nest Pensions	£58.69
28/07/2026	Clerk's salary July	Karen Nadin	£779.32
30/07/2026	Defibrillator and cabinet purchase	Safelincs Ltd	£1,514.40
05/08/2026	NDP Consultant fees	DJN Planning Partnership	£1,770.00
05/08/2026	Mobile Phone monthly	Spusu	£2.90
11/08/2026	Utilities Chalk Pit	Octopus Energy Ltd	£15.46
11/08/2026	Meeting room hire - extraordinary mtg	King Edward VII Memorial Hall	£16.88
11/08/2026	Grounds maintenance - village areas	Acrewood	£683.60
11/08/2026	Grounds maintenance - sports field	Acrewood	£500.00
14/08/2026	Utilities at sports pavilion	Octopus Energy Ltd	£22.02
18/08/2026	Bank account service charge	Lloyds Bank	£4.25
19/08/2026	Warning signs for chalk pit fencing	Direct Signs	£372.06
28/08/2026	Clerk's salary August	Karen Nadin	£779.52

The above payments were formally approved by UCPC at their meeting on 9 September 2026

Signed _____ Chair of meeting