

# UPPER CLATFORD PARISH COUNCIL

## MINUTES FROM THE ANNUAL GENERAL MEETING WEDNESDAY 11<sup>TH</sup> MAY 2016 AT 7.30PM IN THE KING EDWARD VII MEMORIAL HALL UPPER CLATFORD

THESE MINUTES REMAIN A DRAFT UNTIL AGREED AS A CORRECT RECORD AT THE NEXT MEETING TO BE HELD  
ON WEDNESDAY 8<sup>TH</sup> June 2016

Present:	Parish Cllrs S Kennedy (Chairman), P Butler (From item 5), J Foster, A Newell, Mrs C Williams, A Wilson, TVBC Cllr M Flood, HCC Cllr A Gibson Minutes – C Emmett, Parish Clerk
Apologies:	Parish Cllr S Butler, TVBC Cllr G Stallard

Item	Record of Business	Action
1	<b>Councillors to elect a Chairman</b> Cllr Williams proposed Cllr Kennedy. Cllr Wilson seconded. All agreed. Cllr Kennedy signed the Acceptance of Office form	
2	<b>Councillors to elect a Vice Chairman</b> Cllr Kennedy proposed Cllr S Butler. The Clerk confirmed he had email confirmation from Cllr Butler that if nominated in absentia for an office he would accept and sign the form at a later date. Cllr Newell seconded. All agreed.	Cllr SB
3	<b>Apologies for absence</b> As above	
4	<b>To receive and accept declarations of interest</b> None declared.	
5	<b>Councillors to propose sub committees and members</b> After discussion the were proposed by Cllr Foster, seconded by Cllr Wilson and agreed by all: a. Planning – Cllr Kennedy, Cllr Williams, Cllr Wilson, Cllr Newell. b. Finance – Cllr Kennedy, Cllr S Butler, Cllr Newell, Cllr P Butler, Cllr Williams. c. Footpaths and Highways – Cllr Williams, Cllr Wilson, Cllr Foster. d. Trees – Cllr Williams. e. Street Lighting – Cllr Newell, Cllr Foster f. Sports Field and Pavilion – Cllr S Butler, Cllr P Butler. g. Village Hall Representative – Cllr Kennedy Cllr P Butler arrived during this item	
6	<b>Public Participation</b> No members of the public attended.	
7	<b>To approve the minutes from the meeting held on 13<sup>th</sup> April 2016</b> Cllr Williams proposed the minutes be agreed as a correct record of proceedings from the meeting held on 8 <sup>th</sup> April 2015. Cllr Foster seconded, all agreed. Cllr Mrs Kennedy signed and dated the minutes to confirm acceptance.	
8	<b>To receive the Clerk's progress report since the meeting held on 13<sup>th</sup> April 2016</b> a. <b>Item 5b Copy Foundry Rd</b> surface dressing correspondence to Cllr Gibson. Completed b. <b>Item 5c. Road Signage.</b> Cllr S Butler to look into rules for road signs. Pending c. <b>Item 5e. Laptop</b> Cllr P Butler to recommend suitable replacements. He suggests either ASUS X555LA 15.6" screen (i5 5200U) 8GB Ram (product number 143460) £429.99 or HP HPK 15 AB155S 15.6" screen (AMD8) 8GB RAM (Product 156835) £399.9 from Curry's. d. <b>Item 6. Planning</b> e. <b>6/00198/FULLN - Farm Shop, Cricklade Nurseries</b> – OBJECTION submitted 28 Apr 16. While supporting the proposal for this site to be a farm shop, Upper Clatford Parish Council is concerned that the plans do not adequately address the highways safety issue we have with that area of Foundry Road. This site is at the eastern end of that difficult stretch near the bend in the road and increased access to the Cricklade	Cllr SB

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	<p>nurseries site might exacerbate the problem. In the past the Council has sought to have the speed limit reduced in this area and have expressed concerns to TVBC about the traffic flow difficulties (single lane) caused by parked cars in front of Waterloo Terrace.</p> <p>f. <b>Item 8. Footpaths.</b> Send Cllr Gibson details of work sought on footpath 5. Details sent on 22 Apr 16. The section of path in question is actually on the north side of the ring where it is part of path 4. On possible resurfacing of footpath 1 HCC Cllr Gibson. Had agreed with Cllr Stallard that County would lead. He has asked the appropriate dept to review both paths.</p> <p>g. <b>Item 9. NALC Levy Rise.</b> The reason for this was sought via HALC with payment on 18 Apr 16. Response hastened via HALC by e-mail on 10 May 16. <b>Pending.</b></p> <p>h. <b>Item 10a. AVPF.</b> Request B Pearce complete actions recommended by RoSPA 2015 inspection in AVPF. <b>Work completed and billed received.</b></p> <p>i. <b>Item 10b(2). Sports Field Soccer.</b> Clerk to liaise with Sunday League soccer club re use of sports field in 2016. – See item 14.</p>	
9	<p><b>Planning – Planning sub-committee to report on the following applications:</b> <i>Full details of planning submissions can be seen on the TVBC Planning website</i></p> <p>a. 16/00787/FULLN The Smithy. Timber store/outbuilding. <b>OBJECTION submitted 5 May after review.</b></p> <p>b. 16/00198/FULLN Cricklade Nurseries. Change use to farm shop. <b>OBJECTION submitted 28 Apr 16</b></p> <p>c. 16/00816/TREEN Old Rectory. 2x Willow pollard, Horse Chestnut reduce limbs, Yew fell. <b>NO OBJECTION submitted 28 Apr 16</b></p> <p>d. 16/00808/LBWN Cob Barn Cottage. Conversion to self-contained accommodation. P Cllrs agreed at the meeting that there was no objection. Respond to TVBC <b>by 20 May</b></p> <p>e. 16/00807/FULLN Cob Barn Cottage (Retrospective) Conversion to self-contained accommodation. On circulation, respond to TVBC <b>by 20 May</b></p> <p>f. 16/01014/AGNN Norman Court Farm, barn. Due by 13 May. This had circulated and there was No Objection. Submit</p>	<p>Cllk</p> <p>Cllk</p>
11	<p><b>County Councillor to provide a monthly report</b> (This item was taken before item 11 to allow HCC Cllr Gibson to leave for another meeting) Cllr Gibson pick the highlights out of a presentation he had sent to the Parish Council shortly before the meeting (Clerk to circulate to Cllrs):</p> <p>a. <b>Finance.</b> HCC had had to raise Council Tax by 3.99% due to cuts from central govt.</p> <p>b. <b>Devolved Budgets/Grants.</b> HCC Cllrs have some devolved budget. He urged the PC to seek grants where needed.</p> <p>c. <b>Highways Maintenance.</b> The highways department are very busy and pass tasks to sub-contractors. At this time the task is shown as completed on the HCC website but may not have been done. He asked that such instances were brought to his attention.</p> <p>d. <b>High Speed Broadband.</b> HCC re working with BT to achieve 96% provision.</p> <p>e. <b>Devolution.</b> Govt is keen to remove a tier from local govt which may see Hampshire moving to unitary authorities like Wiltshire.</p> <p>The Chairman thanked Cllr Gibson who left the meeting at this point.</p>	<p>Cllk</p> <p>All</p> <p>All</p>
10	<p><b>Borough Councillor to provide a monthly report</b> (This item was taken after item 11 to allow HCC Cllr Gibson to leave for another meeting).</p>	

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	<p>Cllr Flood made the following points:</p> <ol style="list-style-type: none"> <li>11 May saw the first meeting of the new council term and election of the new Mayor, Cllr K Hamilton (Harrow Way) and her deputy.</li> <li>Public consultations were ongoing on Public open spaces which will affect the way Sect 106/Cil is spent. It was noted that the survey had not been accessed by the Clerk due to password issues and had been deleted. Cllr Flood agreed to have it resent.</li> <li>Flood Re a re-insurance scheme for likely flood areas was highlighted which might be of interest to parishioners.</li> </ol> <p>Cllr Newell made an observation about possible changes around Salisbury in local govt structure and absorption of parish councils. Cllr Flood suggested this is likely to be due to formation of Unitary Authorities in Wiltshire.</p> <p>The Chairman thanked Mrs Flood who left at this point.</p>	Cllr MF												
12	<p><b>Councillors to propose any necessary changes to be made to the Standing Orders, Financial Regulations and Risk Assessment Policy</b></p> <p>After review the Council proposed the following changes:</p> <ol style="list-style-type: none"> <li><b>Standing Orders.</b> <ol style="list-style-type: none"> <li>Amend paragraph 5j, to read '<i>Following the election of the Chairman of the Council and Vice-Chairman (if any) of the Council at the annual meeting of the council, the business of the annual meeting shall include; 5ji and 9d</i></li> <li>Para 5j1. Correct spelling error on 'date'</li> <li>Para 9d. amend last line to read '<i>.....at least 3 clear days</i>'</li> </ol> </li> <li><b>Financial Regulations.</b> No change</li> <li><b>Risk Management.</b> Insert New item <i>Business Continuity – E data to be backed-up monthly and lodged with Cllr/other premises.</i> Cllr P Butler agreed to hold the back-up.</li> </ol> <p>Cllr P Butler proposed the amendments above and approval of Section 1 (Governance) of the Annual Return. Seconded by Cllr Foster. Agreed. Section 1 of the Annual return signed by the Chairman and Clerk.</p>													
13	<p><b>Finance:</b></p> <ol style="list-style-type: none"> <li><b>To receive and approve the financial statement for the period 1<sup>st</sup> April 2015 – 31<sup>st</sup> March 2016 and the Annual Return.</b> Cllr Wilson proposed acceptance of the Financial Statement for the FY and the approval of the Annual Return. Seconded by Cllr P Butler All agreed. The Chairman signed the Annual Statement section 2 to confirm acceptance.</li> <li><b>To receive and approve the financial statement for the period 1<sup>st</sup> April 2016 – 30<sup>th</sup> April 2016.</b> The financial statement and budget forecast were considered by the members and accepted as a correct record. The Chairman signed and dated the statement to confirm acceptance.</li> <li><b>To approve payments to be made.</b> The following payments were approved</li> </ol> <table> <tr> <th>Chq No.</th><th>Amount</th><th>Payee</th></tr> <tr> <td>1818</td><td>£336.00</td><td>C Emmett (Salary)</td></tr> <tr> <td>1819</td><td>£84.00</td><td>HM Revenue &amp; Customs 120PL00288568</td></tr> <tr> <td>1820</td><td>£65.82</td><td>Clerk Expenses</td></tr> </table>	Chq No.	Amount	Payee	1818	£336.00	C Emmett (Salary)	1819	£84.00	HM Revenue & Customs 120PL00288568	1820	£65.82	Clerk Expenses	
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	<p>1821 £1,023.65 Hampshire County Council (Street Lighting Oct 15-Mar 16)</p> <p>1822 £190.00 B Pearce (AVPF - RoSPA 15 items)</p> <p>1823 £386.40 Parker Bullen</p> <p>1824 £280.00 Greensleeves</p> <p>1825 £57.80 British Gas</p> <p><b>Total £2,423.67</b></p>	
14	<p><b>Playing Fields</b></p> <p><b>a. To report the weekly Monitoring of Play Park Equipment.</b> No observations noted. The RoSPA inspection will take place this month.</p> <p><b>b. Development of Anna Valley Playing Field to cater for wider age groups.</b> Cllr Foster put forward 2 proposals for consideration: A goal post with basket ball hoop for the tarmac area or an outdoor gym. Other ideas suggested were a bowling green and a boule area. There was considerable discussion. Concerns were raised about the population each might attract, costs, insurance liability, impact on local residents. In general the Outdoor gym area seemed most popular, noting that it would attract both individuals and local fitness groups and should be quieter than a basketball hoop. Cllrs asked if they could see something similar in operation locally and could have an indication of costs. It was also felt that we should engage with locals to assess the needs and impacts, possibly through 'The Clatfords Magazine'. Once costs are known it might be a project that could be developed incrementally and attract grant funding from HCC/TVBC and outside agencies.</p> <p><b>c. Sports Field</b></p> <p>(1) <b>Cricket.</b> The Cricket Club are disputing the agreement to pay £400 in advance as invoiced and noted in the Dec 15 minutes. It was agreed that the item be referred back to Cllr S Butler for confirmation of who represented the Cricket Club when the agreement was made and a proposal on resolution at the next meeting. The Clerk was to invoice for a quarter of the agreed sum payable at the end of this month.</p> <p>(2) <b>Cabin 34.</b> In the absence of Cllr S Butler on Mon 9 May, the Clerk met with the Manager and A Manager of Cabin 34 Sunday League soccer team and R Perrin from UCYFC to discuss matters as the parish only owns the facilities and the football club own equipment. Cabin 34 was informed that very limited use of the field had been agreed by the cricket team but this would not include practice matches or erection of goals. Cabin 34 declined this and would practice elsewhere. For the league season they agreed to pay the fee of £50 for exclusive access to facilities for each home match and to roll the pitch after games if needed. Mr Perrin agreed the loan of all soccer club equipment less the new line marker but indicated the old one was serviceable and could be used. Cabin 34 said they would bring their own. Mr Perrin asked that Cabin 34 pay a proportion of the costs associated with shared equipment replacement and grass cutting (normally 4 or 5 times). Cabin 34 agreed to pay 1/3 when Mr Perrin advised all that Upper Clatford (UC FC) were hoping to play in the Sunday League and use the village sports field as a home ground. Mr Perrin and Cabin 34 felt this was not a problem as the league would deconflict matches. The Clerk requested Mr Perrin to ask the team to contact the Council before the Parish Council Meeting regarding use of Parish facilities. No contact had been made. <b>It was</b></p>	<p>Cllr JF</p> <p>Cllr SB</p> <p>Cik</p>

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	<p><b>agreed that the Clerk to confirm by email agreement for use by Cabin 34 subject to formal contract/terms of use. Cabin 34 to produce schedule of matches when received. Invoices are to be monthly in arrears at £50 per match.</b></p> <p>(3) <b>Upper Clatford FC.</b> No contact yet made. Organiser unknown.</p> <p>(4) <b>Boiler service and safety testing.</b> Taking place on Mon 16 May 16.</p> <p>(5) <b>SWMS Contact Renewal.</b> All agreed that the SWMS contract should be renewed at the price quoted.</p> <p>d. <b>BBPF.</b></p> <p>(1) Cllr Newell asked if we could clear the area of the field once proposed for wild flowers to prevent further green waste fly tipping. And clearance of the river bank <b>Clerk to get a quote from Landy Man.</b></p> <p>(2) A dip was noted in the centre of BBPF that regularly flooded and might benefit from filling or drainage. Review with a view to obtaining a grant</p>	<p><b>Clk</b></p> <p><b>Clk</b></p> <p><b>Clk</b></p> <p><b>Clk</b></p>
<b>15</b>	<p><b>Trees and Open Space</b></p> <p>Cllr Williams said she had not yet had the survey report and would chase it up. Otherwise there was nothing to report.</p>	<b>CW</b>
<b>16</b>	<p><b>Footpaths and Highways</b></p> <p>a. <b>Cllrs to report any footpath issues.</b> Nothing reported.</p> <p><b>Cllr Newell to report any street lighting issues.</b> Nothing noted</p>	
<b>17</b>	<p><b>External Committees and Events</b></p> <p>a. <b>Cllr Butler to report on changes to the website</b> No report received</p> <p>b. <b>Cllr Mrs Kennedy to report of upcoming events at the Village Hall.</b></p> <p>There was nothing to report as there had been no meeting of the Village Hall Committee this month.</p> <p>Clerk to report the correspondence received</p> <p>(1) Flower Show. Letter of thanks for the donation received.</p> <p>(2) Fullers Hampshire Village of the Year competition details from HALC.</p> <p>(3) Parishioner email about state of village sign on Bawksbury Hill Road. Reported on Hantsweb 'Track it' number: - 21220776.</p> <p>(4) Parkinson Partnership. Advice on letting sports fields and VAT (VAT Notice 742).</p> <p>(5) SWMS contract renewal reminder for period May 16 – Mar 17.</p> <p>(6) 16/01014/AGNN Norman Court Farm, barn. Due by 13 May. This had circulated and there was No Objection.</p> <p>(7) Planning Enforcement Quarterly Report Jan-Mar 16. No parish items</p> <p>(8) Test Valley Association of Parish and Town Councils revised constitution (<b>TVAPTC</b>) . Copied to Cllrs Kennedy and S Butler. Next meeting King's Somborne Village Hall from 7.30pm on Thursday <b>26th May</b>. Cllr S Butler normally attends but other Cllrs are welcome.</p> <p>(9) Advice on Future Changes to Data Protection from HALC. Copied to all for information.</p> <p>(10) HALCs response to Clerk's (Stress) Survey letter. Copied to Cllr Kennedy. HALC recommend: Promote Clerk buddying; more support for finance role; encourage separation of PO and RFO; encourage training Cllrs – Next Cllr Fin course in on 2 June.</p> <p>(11) HCC Gypsy Traveller Service. Information on presentation given by GTS at HALC conference on 9 Mar 16 by Barry Jordan-Davis. Clerk had responded with question about cost of service and enforceability of boundaries.</p>	<b>SB</b>
<b>18</b>	<b>Emergency Planning.</b> Delete from the agenda	

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<b>19</b>	<b>HM The Queen's 90<sup>th</sup> Birthday</b> Cllr P Butler stated he was organising this celebration with Jane Eastwood from Goodworth Clatford as an event for the children from the village and GC village school to celebrate HMQ's 90 <sup>th</sup> . They aimed to make it a no cost event on the UC Sports field on Sat 25 Jun 16. The field was not in use that day and permission was given by the PC for use of the Pavilion and Field from evening 24 Jun to 26 Jun at no cost. Cllr Butler outlined plans as a family bring your own picnics with various entertainments aimed at the younger children. He asked for a grant from the PC for £250 which would hopefully be matched by GC PC to offset costs. <b>Agreed.</b> Car parking was to be limited to the hard standing (normal parking areas) and the Clerk was to confirm what cover the PC's insurance gave to the event.	<b>PB</b>         <b>Clk</b>
<b>20</b>	<b>- Confidential Item</b> The public and the press were temporarily excluded using the authority of the Public Bodies (Admission to Meetings) Act 1960.	
<b>21</b>	<b>Councillors to request any items to be included within the agenda for the Meeting to be held Wednesday 8<sup>th</sup> June 2016.</b> No new items	

**Meeting closed at 1015 pm**