UPPER CLATFORD PARISH COUNCIL

Members are summoned to attend the Annual Meeting of Upper Clatford Parish Council on Wednesday 8 July 2026 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 – 8 JULY 2026

	Item
1	Welcome, apologies for absence & any declarations of interest relating to items on this agenda (PH)
2	Approval of minutes from last meeting – 10 June 2026 (Appendix A)
3	Update on any outstanding actions incl any actions from Parish Annual Meeting held in May (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) – no new applications received to date
8	Applications for Tree Works (NF) 26/01277/TPON – Unit 1 Era Park, Balksbury Hill – Crown lift to 6m unknown species 26/01318/TREEN – The Old Forge – Crown lift to 4m above ground level and reduce branches to provide 3m clearance to telecom cables and 1m all round clearance - beech
	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 30 June 2026 and agree the bank reconciliation (Appendix B) • To note the budget monitoring update for Q1 ie 1 Apr to 30 June 2026 (Appendix C) • To formally approve payments made during the period 1 to 30 June 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	Correspondence Received (KN)
21	Pill Hill Pan Parish Forum Update (PH)
22	To confirm the date of the next meeting as Wednesday 9 September @ 7pm. Note no meeting in August

UPPER CLATFORD PARISH COUNCIL

UPPER CLATFORD PARISH COUNCIL

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

MINUTES – 10 JUNE 2026

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

2. **Approval of Previous Minutes**
   RHk proposed that the minutes of the meeting held on 13 May be formally approved, seconded by CW and agreed by all present. The minutes were signed by the Chair.

3. **Previous Action Updates**
   - Anna Valley play park replacement edging and chippings – will be actioned during next couple of months;
   - Parishioner donation for new defibrillator – progressing – confirmation received that donation will generously cover the full cost including installation, site has been confirmed as Greenfields Farm Shop – now awaiting installation costs from electrician(s), PC will need to consider reimbursement of running costs of heated cabinet – **ACTION Clerk/PL to provide update to next meeting.**
   - Consideration of tree planting on village green – communication to be sent to village green residents to gauge opinion prior to further consideration – **ACTION Clerk to prepare in liaison with RH**;
   - Parish Online – dog bin locations to be marked – progressing – will be completed shortly;
   - Historical Group archaeological dig equipment – equipment was received and used during the first stage of the dig and is now under the ownership of the Upper Clatford Historical Group as previously agreed.
   - Removal of branches and ivy from village green – PL has been provided with a quote for works totalling £160 + VAT – councillors agreed to accept this quotation. **ACTION Clerk to arrange for works to be undertaken.**
   - TVBC Community Resilience Officer invitation to future meeting – JK advised new postholder will be invited to attend in a few months' time;
   - Brook Way tree works – NF has received 2 x quotes to date and is waiting for one or two more. **ACTION NF to bring quotes to next meeting for consideration.**
   - PC trees at rear of properties on Taskers Way – professional advice sought re possible root disturbance to neighbouring properties. NF reported that surveyor has confirmed that no works are required by the PC at this stage. TVBC tree officer has intimated that property owners are within their rights to undertake any tree works (with relevant permissions sought if needed). A query was raised re if a root was removed by a resident from their garden what the legal implications may be if that tree subsequently fell or was damaged. **ACTION NF to consider and take further advice from tree officer at TVBC and report back to future meeting.**
   - Report of tree overhanging road and proximity to electricity cables – NF reported that tree owner was happy for neighbour to report to the utility company if they wished. **ACTION – NF/RB to update resident who reported potential issue.**
   - Councillors Register of Interest forms – internal auditor had noted that not all members have included their home addresses on the forms under the 'land' section and that not all boxes had been completed on the forms – **ACTION – ALL to check forms fully completed and correct via the TVBC website. Blank forms can be obtained from the Clerk if required.**
   - 26/00259/FULLN – construction of a dwelling on land at Sam White's Hill – no replacement date for Northern Area Planning Committee set as yet. At the last PC meeting it was decided to request information from TVBC under the Environmental Information Regulations (EIR). This was sent on 18 May – initially advised allowing 20 working days for a response. Email received on 9 June confirming that TVBC does hold the information

requested, but due to its complexity advising that they intend to extend the period between initial request and response to 40 working days.

- Query on sports field boundary hedges – RHk had initially hoped that TVBC may be able to assist in clarifying who owns the boundary hedging, but this has not been possible. Will need to check the title deeds if available or request information from the Land Registry. **ACTION – Clerk to look at title deeds in the first instance.**
- Balksbury Bridge/Foundary Road junction hedge height has now been lowered (after checking thoroughly for signs of any nesting birds of which none were found).
- Proposed extension of agreement between PC and UCYFC for sports field and pavilion use from 1 June 2027 to 31 May 2032 – Clerk has made UCYFC aware of the proposed extension and they agree. **ACTION Clerk to arrange for new agreement to be signed by both parties in due course.**

4. Public Participation

There were no members of the public present at the meeting and no questions emailed beforehand.

5. Borough Councillors Report & Update

June's Borough Councillor report had been circulated with the agenda and a copy of which can be found on both the Parish Council and TVBC websites. SH relayed the main points to note from the report:-

- A meeting of the TVAPTC will take place on 11 June where an update on the LGR will be given by the Chief Exec of TVBC. The possible implications of the LGR for Parish Councils will also be discussed. **ACTION – RB is attending the meeting and will provide an update to other councillors.**
- Bury Hill Meadows Update – the recent Tails Exploring Trails trial was a success with over 50 visitors attending. More events are planned over the coming months at other popular dog walking locations around the area. The new wildlife pond has been lined with clay with the assistance of the Anton River Conservation Association (TARCA) in order to form a watertight seal that will help maintain the water level in the pond.
- Andover Theatre Project – contractor now appointed with construction of the new theatre due to commence later this year with completion in 2028. The existing Lights theatre will continue to operate in the interim.
- Young Traders Markets – this popular market will return to Andover for a second year giving young people the chance to sell their handmade products in a real market environment. Dates are set in July and December and applications for stalls are now open.

6. County Councillors Report & Update

Cllr Drew had sent apologies for the meeting but had circulated his report to councillors prior and this can be found on both the Parish Council and HCC websites.

7. Planning Applications

The Clerk reported that she had not received any applications since the last meeting.

8. Applications for Tree Works Received since last meeting

The Clerk reported that she had not received any applications since the last meeting.

9. Clerk/RFO Update

- AGAR – Clerk reported that she would be completing the external auditor over the course of the next couple of weeks and proposed that the dates for the exercise of public rights be agreed as 30 June to 10 August 2026. All agreed. **ACTION - Clerk to prepare and publish the notice on website & noticeboards.**
- Financial update for the period 1 Apr to 31 May 2026 had been circulated prior to the meeting. These figures had been checked against the bank statement and signed as a true record by RHk.

Bal as at 1 April 2026	£72,203.17
Expenditure from 1 Apr to 31 May 2026	£6,815.09
Income from 1 Apr to 31 May 2026	£28,929.92
Cumulative Bal as at 31 May 2026	£94,318.00

The following payments were formally approved:-

Date	Payee and Goods or Service	Cost
6 May 26	Spusu – Clerk's mobile phone contract	£2.90
11 May 26	Acrewood – sports field grounds maintenance – monthly	£500
12 May 26	Past Horizons – archaeological dig equipment purchase	£634.14
13 May 26	Octopus Energy – chalk pit electricity supply monthly	£15.95
13 May 26	Amazon – archaeological dig equipment purchase	£20.16
14 May 26	Octopus Energy – sports pavilion utility monthly invoice	£32.05

18 May 26	K Nadin re filing cabinet purchase	£50.00
18 May 26	Lloyds Bank – account service charge monthly	£4.25
21 May 26	Acrewood – village grounds maintenance – monthly	£683.60
21 May 26	Playsafety Ltd – playground annual inspection	£199.20
21 May 26	Do the Numbers – annual internal auditor fee	£350
21 May 26	HCC – streetlighting invoice for 1 Oct to 31 Mar	£1116.81
21 May 26	Nest Pensions – re Clerk's pension payment May	£58.69
28 May 26	K Nadin – Clerk's salary – May	£779.32

10. Neighbourhood Development Plan (Review) Update

CE reported analysis of feedback has been circulated to councillors which gives some clear direction on what parishioners want/need. The next step will be to send this feedback to the consultant who will write up the policy areas of the NDP etc. CE requested PC approval to continue to this next step - Councillors all agreed. CE will produce a document that details the process that the NDP Working Group went through to arrive at this point. Housing Needs Survey is now complete and TVBC feedback on that is due this week. CE proposed a meeting be arranged to provide feedback to parishioners and has circulated some dates end June/early July – **ACTION – ALL to provide CE with availability to attend this meeting.**

11. Chalk Pit Project Update

In RB's absence, CE reported that no response has yet been received re pre-application advice that was submitted earlier in the year. Clerk reported that she had queried the delay and has been advised that response will be received by 19 June latest. Once this advice has been received, CE suggested that the Council will need to explore further the legalities and powers available to the council to undertake a joint venture and what that might need to look like. Part of this next stage will be to source costings for the development of the design produced last year. **ACTION – RB with CE to consider further at report back to future meeting.**

12. Grounds Maintenance Update

In the absence of PL there was nothing to report at this meeting.

13. Parish Council Trees

NF reported that following an email received from a parishioner he had been to inspect a tree on Taskers Drive that had looked like it was diseased at the time of reporting a couple of weeks ago. However, the tree now appears to have recovered and is looking healthy and does not require any further action at this stage. **ACTION – NF to update parishioner via email.**

14. Play Parks Update

CW reported the following concerns that were highlighted in the recently received play area annual inspection report.

Anna Valley play area:-

- fix wooden edging and refresh chippings to depth of 30cm.
- goal post loose in ground – noted & monitor.
- swing surface wearing underneath – noted & monitor.
- carousel wearing underneath – noted & monitor.

Balksbury Bridge play area:-

- seating is missing a slat – replacement slat to be fitted.
- see-saw – remove moss, oil/spray bearings.
- slide has cap missing and has some corrosion – replace cap and monitor corrosion.
- swing has bolt loose – locate and tighten.
- metal post at side of jetty over brook – needs removing.

ACTION - PH will look at issues highlighted and report works undertaken to future meeting.

15. Play Park Proposal Update

RHk advised that the NDP questionnaire had provided some valued feedback. It was clear that parishioners who had responded had felt that there was a need for more equipment for the 6-10 years age group and that the Anna Valley play park would be the preferred location for an updated play area. RHk and CW can now start to look at options available, costings etc. RHk will liaise with the TVBC Community Engagement Officer who can advise on

grant availability, following which he will prepare a report to the PC who can then explore further the level of budget required to complete the project, either as an entirety or in a phased development over a set period of time. **ACTION RHk to discuss grant funding options with TVBC Community Engagement Officer and provide update at a future meeting.**

16. **Sports Field & Pavilion Update**

RHk reported that he recently met with the TVBC Community Engagement Officer at the sports field to look at the pavilion with a view to consideration being given to updating the current building. UCYFC have been involved in discussions and are aware of the feedback given at that meeting. The first step would be to undertake a structural survey to confirm whether an upgrade would be the best solution or whether a full re-build may be the preferred/most cost-effective route. There is the possibility of a TVBC Councillor Grant being made available to cover the cost of a structural survey – 3 x quotes would be required in order to apply for the grant. Councillors agreed that a structural survey was required in the first instance. **ACTION RHk will source 3 x quotations for building survey prior to making an application for a TVBC Councillor grant.** Once results of the survey are received, interested parties would meet again to discuss the next steps. **ACTION RHk to arrange a meeting upon receipt of survey results between PC rep, football club rep, TVBC Community Engagement Officer and the TVBC Sports Development Officer.** RHk was also advised that before submitting any grant application to organisations such as the Football Association or Sports England specific rules in relation to the facilities would need to be agreed to be adhered to as part of the programme of works.

17. **Highways Update**

RH had circulated Highways tracker report prior to the meeting for information and this will be added to the PC website for info. RH has requested a meeting with the HCC Bridge engineer (via Cllr Drew) re Taskers Bridge and its future protection.

18. **Footpaths Update**

In the absence of RB at this meeting, no update was received.

19. **Community Resilience Update**

JK reported that she had recently met with KG to commence the drafting of a high-level risk assessment. **ACTION – JK/KG to circulate once complete and will present at future meeting.**

20. **Correspondence Received**

PH reported that RH had been approached by a parishioner offering land for sale to see if the Parish Council would be interested in purchasing for the village. Councillors were keen to have sight of an independent professional valuation of the land in the first instance, following which further consideration could be given on feasibility of uses for the land and the ability to raise the funds necessary to purchase it. **ACTION RH to request sight of a professional independent valuation from the owner of the land in question.**

21. **Pillhill Pan Parish Forum (PPPF) Update**

PH reported that Southern Water recently hosted a meeting where they reported that the sewar relining is now complete in this initial area and is deemed a success and similar works will soon commence in neighbouring parishes. Fullerton sewerage works is going through a programme of improvement to their storage facilities, including covers to minimise odours released. Works to replace Little Ann Bridge rising main are due to commence on 30 June and will last until November/December. The diversion routes will potentially cause major traffic disruption locally. **ACTION PH will request diversion route details from SW and arrange to publicise via the website for parishioners information.**

22. **Date of Next Meeting**

PH confirmed the date of the next meeting as Wednesday 8 July at 7.00 pm in the King Edward VII Memorial Hall (village hall).

Appendix B

Upper Clatford Parish Council - Accounts for the Period 1 April to 30 June 2026

Receipts	
Precept	21,021.00
VAT Refund	8,912.79
Bank Interest	204.27
UCYFC - Utilities Refund	85.88
UCYFC - Sports Field Maintenance Refund	833.34
Miscellaneous Receipts	512.61
TOTAL RECEIPTS	**31,569.89**
Payments	
Administration Costs	
Staff salaries	2,509.22
Council Meeting Room Hire	30.00
Audit Fees	350.00
Staff Pensions	176.07
Bank account charges	12.75
Office Expenditure	58.70
Subscriptions	545.00
NDP Review	93.00
Maintenance Costs	
Grounds Maintenance Costs	2,422.80
Grounds Maintenance Costs - Sports Field	1,000.00
Utilities - Sports Pavilion	95.10
Chalk Pit Maintenance Costs	45.83
Play Park Equipment	199.20
SID and Defib	320.60
Street Lighting	1,116.81
Miscellaneous Payments	701.30
TOTAL PAYMENTS	**9,676.38**
Opening balance as at 1 Apr 2026	72,203.17
Excess of receipts over payments to date 26/27	21,893.51
Cumulative balance as at 30 Jun 2026	**94,096.68**
Reconciled with bank account balances as at 30 Jun 2026	
Community Account	3,500.88
Commercial Instant Access Account	51,579.77
95-Day Notice Account	20,492.58
Chalk Pit Project Account	18,523.45
TOTAL bank balances	**94,096.68**

Bank Statements were checked against these figures by a Councillor of UCPC at it's meeting on 7 July 2026

Signed _____

Print Name _____

Appendix C

Upper Clatford Parish Council - Budget Monitoring

YTD (1 Apr to 30 Jun 2026) versus full year budget comparison

Figures exclude VAT

Payments

	April-June	TOTAL	Full year budget comparison		
	This year	This year	Actual YTD	Budget	% remaining
Administration					
Staff salaries	2,509	2,509	2,509	13,000	80.7%
Events and Public Meetings	0	0	0	150	100.0%
Website/Email/Data Protection Costs	0	0	0	240	100.0%
Chair Councillor Allowance and Expenses	0	0	0	150	100.0%
Council Meeting Room Hire	30	30	30	450	93.3%
Legal Fees	0	0	0	1,000	100.0%
Audit Fees	350	350	350	800	56.3%
Training Costs	0	0	0	900	100.0%
Staff Pensions	176	176	176	1,000	82.4%
Bank account charges	13	13	13	100	87.3%
Office Expenditure	57	57	57	350	83.6%
Subscriptions	545	545	545	850	35.9%
Insurance	0	0	0	1,600	100.0%
NDP Review	93	93	93	4,175	97.8%
TOTAL Administration	3,773	3,773	3,773	24,765	84.8%
Maintenance					
Grounds Maintenance	2,019	2,019	2,019	8,000	74.8%
Chalk Pit Maintenance Costs	44	44	44	500	91.3%
Play Park Equipment	166	166	166	500	66.8%
Grounds Maintenance for Sports Field	833	833	833	5,000	83.3%
Dog Bins	0	0	0	2,000	100.0%
Tree Maintenance	0	0	0	4,000	100.0%
Footpaths	0	0	0	100	100.0%
SID and Defib	321	321	321	200	-60.3%
S137	0	0	0	200	100.0%
Street Lighting	931	931	931	2,000	53.5%
Chalk Pit Project Costs	0	0	0	17,170	100.0%
Utilities - Sports Pavilion	91	91	91	500	81.9%
TOTAL Maintenance	4,404	4,404	4,404	40,170	89.0%
Other Payments					
Miscellaneous Payments	592	592	592	0	0.0%
TOTAL Other Payments	592	592	592	0	0.0%
TOTAL Payments	8,769	8,769	8,769	64,935	86.5%

Receipts

	April-June	TOTAL	Full year budget comparison		
	This year	This year	Actual YTD	Budget	% remaining
Precept					
Precept	21,021	21,021	21,021	42,042	50.0%
TOTAL Precept	21,021	21,021	21,021	42,042	50.0%
Other Receipts					
VAT Repayments	1,190	1,190	1,190	0	0.0%
Bank Interest	204	204	204	0	0.0%
UCYFC - Utilities Refund	86	86	86	0	0.0%
UCYFC - Sports Field Maintenance	833	833	833	5,000	83.3%
Miscellaneous Receipts	513	513	513	0	0.0%
TOTAL Other Receipts	2,826	2,826	2,826	5,000	43.5%
TOTAL Receipts	23,847	23,847	23,847	47,042	49.3%

Appendix D

Upper Clatford Parish Council
Formal Approval of Payments - June 2026

Date	Description	Payee	Amount
03/06/2026	Clerk's mobile phone monthly	Spusu	£2.90
03/06/2026	Sports field grounds maintenance	Acrewood	£500.00
03/06/2026	Village grounds maintenance	Acrewood	£683.60
03/06/2026	NDP Review printing costs	Taits Printers	£43.00
09/06/2026	Utilities Chalk Pit	Octopus Energy Ltd	£15.46
16/06/2026	Utilities at sports pavilion	Octopus Energy Ltd	£34.27
16/06/2026	Bank account service charge	Lloyds Bank	£4.25
18/06/2026	Data Protection Registration - annual fee	Information Commissioners Office	£47.00
24/06/2026	Clerk's pension payment - June 2026	Nest Pensions	£58.69
26/06/2026	Additional grounds maintenance works	Acrewood	£372.00
26/06/2026	Clerk's salary June 2026	Karen Nadin	£779.32
26/06/2026	Replacement battery for defibrillator	Medic One EMS Ltd	£320.60

The above payments were formally approved by UCPC at their meeting on 8 July 2026

Signed _____ Chair of meeting