UPPER CLATFORD PARISH COUNCIL

UCPC Council Members
Cllr Peter Heslop, Chair, (PH) Chair
Cllr Richard Bennett (RB) Deputy Chair
Cllr Gerry Dawson (GD)
Cllr Charles Eyre (CE)
Cllr Nigel Freemantle (NF)
Cllr Robert Hawkins (RHk) - apologies
Cllr Richard Hydes (RH)
Cllr Patrick Littlehales (PL) - apologies
Cllr Cynthia Williams (CW) - apologies
Karen Nadin Clerk and RFO (KN)
Members of Public x 4

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

MINUTES – 10 DECEMBER 2025

1. Welcome, Apologies & Declarations of Interest

PH opened the meeting at 7pm. Apologies were noted from RHk, PL, CW, MF & MP. There were no declarations of interest.

2. Approval of Previous Minutes

The minutes of the meeting held on 12th November were approved (proposed by CE, seconded by NF, RB abstained as was absent from that meeting) & signed by the Chair.

3. Update on Actions from Previous Minutes

Defibrillator 'Guardian' - A new volunteer has been identified. PL has confirmed that a check-list has been produced to ensure regular maintenance checks/tests are performed at the appropriate intervals. **ACTION - Clerk to liaise with PL to provide a formal maintenance agreement and ensure that contact details are updated on The Circuit – the national database of defibrillator locations & ownership etc.**

Letter from Anna Valley resident re improving play park - RHk has responded to resident and has advised that potential new play park proposals will form part of the NDP Review that is due to commence in January 2026.

County & Borough Councillor Grants - RH noted that an archaeological dig is due to take place in May 2026 – he will provide relevant information to DD &/or SH for funding consideration.
ACTION – RH to liaise with Clerk re potential grant application.

Historial post boxes - Clerk has spoken to Cllr Flood who shares the concern of councillors about losing some of these boxes and agreed that they should be deemed heritage assets and afforded some kind of protection. **ACTION – PH to liaise with NDP Working Group to suggest that historically important post boxes be added to the list of heritage assets and offered protection as part of the NDP Review. PH to also write to Royal Mail.**

HCC Flood Manager visit - PH has met on site with Environment Agency representatives to discuss possible causes of past winter flooding of Watery Lane. EA has agreed to inspect a stretch of the Pilhill Brook immediately upstream of Watery Lane to see whether fallen trees in the river may be obstructing flow in the main channel and hence increasing the risk of flooding.

Any further action updates were discussed at relevant items on this agenda.

4. Public Participation

Chair invited members of the public present to address the meeting at this point – nothing to note.

5. Borough Councillors Report

SH had circulated the December update prior to the meeting – copy can be found on the PC website. Main points to note:-

Local Government Reorganisation consultation is now live, the link to which can be found on the Borough Councillors December update on the PC website. SH encouraged as many people as possible to respond on an individual basis and also welcomed responses from Parish Councils. RB queried the best way for PC's to respond as the consultation document link provided was more of a tick-box exercise – SH said she would make some enquiries and advise. The deadline for responses is 11th January.

Community Resilience grant of up to £1000 is now available to local communities who are proactively planning their local resilience in the event of an emergency. Monies can be used to purchase emergency kits and supplies and further detail and application forms can be found on TVBC website.

Food waste collections have been very well received with 420 tonnes collected over the initial 5 weeks far exceeding expectations – this has all been sent to a local anaerobic digestion facility where it is turned into renewable energy and nutrient-rich fertiliser.

Bin hangers have been circulated to all TVBC residents advising of bin collection days over the Christmas & New Year period.

SF was also pleased to report that she had recently attended a tree planting day at Bury Hill Meadows where an impressive 200+ trees were planted in just one day by volunteers from the local community**.**

6. County Councillors Report

DD's December update had been circulated prior to the meeting – copy can be found on the PC website. Main points to note:-

M27 closure – Junctions 9-11 of the M27 will be closed in both directions between 8pm on 24th December through to 4am on 4th January so please allow extra time for your journey over this period.

Domestic Abuse – HCC is pleased to support the 16 days of Activism Campaign that started on 25th November and calls for action to end domestic abuse and gender-based violence against women, men and children and to create a safer environment for all.

Holiday Activities & Food (HAF) programme has launched funded by the Dept of Education enabling local authorities to offer limited places to children from families who receive benefit-related free school meals during term time and other vulnerable families. 125 sites across Hampshire will open over the school holidays to provide an activity-based programme of events and will also provide free meals during the day. Link to book can be found on the HCC website and via the link on the December newsletter.

Balancing the Budget – HCC are asking residents for their views on ways the council could balance their books over the next two years as costs and demands for local services increase, but funding from national government decreases. Whilst HCC is in a relatively good position compared to many other areas around the country, financial pressures remain and HCC are keen to hear residents' views. Consultation document can be found on the HCC website and via the

link on the December newsletter.

7. Clerks Update

Update had been circulated to councillors prior to the meeting. Main points to note:-

Clerk had recently attended a free webinar hosted by National Association of Local Councils (NALC) re Assertion 10 of the Annual Governance & Accountability Return. All councils will have to evidence how they comply with things like email management, website accessibility, FOI & transparency rules and data protection and GDPR at their audit each year wef this financial year. **ACTION – KN to consider and ensure UCPC are fully compliant and able to evidence.**

Clerk asked councillors whether they were content to continue to use the same internal auditor as last year, Do the Numbers, for this financial year 2025/26. Following discussion, council agreed to appoint Do the Numbers for a second year. **ACTION – KN to update Do the Numbers accordingly.**

Clerk has received a quote in the sum of £3889.47 excl VAT from TVBC for the grounds maintenance contract for the sports field for next year (2026/27). A small increase is noted and Clerk has forwarded this quote to the Upper Clatford Youth Football Club (UCYFC), who as the sole user of the sports field reimburse the PC for these costs each year. Clerk advised that as 3 x quotes were sought last year, and because of the relatively small increase in the quote and the specialist nature of this grounds maintenance work ie football field, in accordance with the Council's Financial Regulations there was no requirement to seek further quotations for the 2026/27 contract. **Action – Clerk to liaise with UCYFC to check content and will report back to the January meeting of the Council, prior to responding to TVBC.**

8. Finance Update

KN had prepared and circulated the bank reconciliation ahead of the meeting and this had been checked and agreed against bank statements by NF prior to the start of this meeting:-

Bal as at 31st October	£92256.79
Income 31st Oct to 30th November	£109.85
Expenditure 31st Oct to 30th November	£1403.92
Cumulative Bal as at 30th November	£90962.72

KN had produced and circulated prior to the meeting a list of payments for formal approval – all approved and signed by PH as Chair.

9. 2026/27 Budget Proposals & Precept

CE had circulated prior to the meeting the draft budget for 2026/27, which had been produced in conjunction with the previous Clerk/RFO. Councillors discussed the proposed budget for each individual area/cost centre and any amendments noted as required. It was decided that there is some further work to be undertaken and precept discussion will be brought back to the Council at the January meeting. **ACTION – CE & PH to work with KN to finalise the projected remaining costs for 2025/26, the sums ear-marked for specific reserves etc and then recirculate the finalised 2026/27 budget ahead of the precept discussion to take place on 14th January.**

10. Planning applications received since last meeting

25/02897/FULLN - Monopoly Manor/Roseberry House – garden wall to front and part side boundaries:-

RH and RB, in their role as councillors with responsibility for planning matters, had considered this application and it was proposed that the Council in their role as consultees not decision-makers object to the planning application because the proposed wall is not in keeping with the

village design statement. Concerns were raised around the prior removal of the established hedgerow and a suggestion made that some form of hedge/hedgerow might be re-established. The response deadline date for this planning application is 16th January and after some discussion it was decided to arrange a meeting between RH, RB, property owner and his architect on site prior to response being submitted to TVBC. The planning application will be brought back to the January meeting for further consideration. **ACTION – Clerk to add to January meeting agenda.**

11. NDP Update

CE provided a briefing and presentation to councillors, setting out the process and timeline for the NDP Revision. The process will result in an updated NDP that should be ready for submission to TVBC by November 2026. A NDP Working Group has already been established involving members of the public and councillors, a draft Terms of Reference has been circulated and letters to TVBC have been drafted confirming that the review is happening and asking them to run a Housing Needs Survey on behalf of the Parish Council. **ACTIONS - Draft ToR to be finalised and approved by Parish Council, CE to provide draft letters to TVBC for approval and signature by Chair, CE to propose budget allocation for NDP Review at January meeting.**

12. Playing Fields Update (equipment & grounds maintenance)

Deferred to January meeting in absence of Cllr Williams.

13. Play Park Update (RHk)

Deferred to January meeting in absence of Cllr Hawkins.

14. Highways Update (RH)

Balksbury Hill - patching not yet complete. Broken access cover reported again and will be replaced.

Village Street - road sweep arranged along top of Village Street.

3 tonne bridge - bollard has been broken **ACTION – RH to report.**

LED streetlights - RH has been in contact with a company called INDO who can provide LED units that could potentially save approx. 50% in energy costs. After a quick survey of the number of units required they are suggesting approx. 80 at a cost of approx. £100 per unit plus £100 installation, ie total of approx. £200 per unit. The Clerk advised that the latest 2 x invoices from HCC for streetlights mention a figure of 30 units. The idea was also muted about asking residents if they wanted lights in the village in future and of course that conversation would need to consider what we are legally obliged to provide as a Parish Council too. **ACTION – Clerk to clarify with HCC number of streetlights in the Parish and how many the PC pay for prior to considering swapping to LED units any further.**

15. Trees Update (NF)

Parish Council Trees – as per previous meeting and in accordance with the PC's financial regulations NF has sourced 3 x quotes for the tree survey work – these were circulated prior to this meeting for consideration by councillors. He has a couple of points to clarify with suppliers before making the decision on who to use and will report back to next meeting. **ACTION – NF to confirm supplier and update at next meeting.**

No new applications for tree works had been received since the last meeting. Application for Knapp Cottage tree works brought to November meeting had been considered and no objection reported to TVBC Planning. NF Noted that there are also some storm damaged trees at the property that will be felled in due course.

16. Footpaths Update

Nothing to report

17. Chalk Pit Update

RB confirmed that a joint venture partner will be sought to build the business units and pay the PC ground rent. Has been to look at Grateley Business Park – seems like a good model. PC will raise funds to build community aspect in the future. Cost is now being confirmed. Pre-planning application will be submitted with an expected response date of February.

18. Correspondence Received since previous meeting

Clerk advised that a Subject Access Request (SAR) had been received and a response would be sent within statutory timeframes.

19. Any Other Business

PH reported, for information, that the quarterly meeting of the Pilhill Pan Parish Forum (PPPF) was held this afternoon. Southern Water (SW) has confirmed that the rising main sewer which runs from the Little Ann Bridge pumping station to a manhole near Balksbury Bridge is to be replaced, but the timing of the works is still to be announced. This is the sewer which failed in November 2023 causing major pollution of the Pillhill Brook and severe contamination of the watercress beds in Anna Valley. The planned route of the replacement sewer is likely to follow Andover Road and Balksbury Hill rather than the present sewer route.

SW and the Pan Parishes have been jointly presented with an Excellence Award by the EA with respect to the apparent success of the recent sewer relining programme in the upper Pillhill Catchment area.

20. Items for Next Meeting – Wednesday 14th January

Budget finalisation & Precept Decision
NPD – Finalise & agree ToR & budget requirements
Employment Management Group