

MINUTES REMAIN A DRAFT UNTIL AGREED AS A CORRECT RECORD AT THE NEXT MEETING ON 8th JULY 2020

1	Apologies for Absence HCC Cllr A Gibson and Cllr D Coole who may join later.	
2	To receive and accept declarations of interest Nil	
3	Public Participation None in attendance	
4	Committees 1. Planning Committee Membership. The Chairman stated that a proposal had been received to include Cllr Eyre on the Planning Committee because of his in-depth knowledge of the NDP which should inform the Council's comments/observations on planning applications. This knowledge was deemed more important than the concern over extended circulation time for comments on applications. Accepted by all. 2. Committee Chairmen. Cllr Heslop asked the committees (Planning, Finance, NDP SG, and Covid Support) to decide who would be Chairman and advise the Clerk.	
5	To approve the minutes from the (Virtual) Meeting held on 13th May 2020 The Clerk reported that: 1. Cllr Bennett had contacted him prior to the meeting re outstanding clearance action of debris in Above Town and hedge trimming to Valley Rise. He however confirmed at the meeting that both tasks had now completed. Cllr Bennett also recommended a re-wording of the penultimate sentence in paragraph 17.3 to read, 'Cllr Bennett briefed on research on the limited rights of travellers to site caravans on the meadow'. All Cllrs agreed this should be the text. Clerk to amend minutes. 2. The Clerk stated he had omitted the proposed payment of PV 12 for £168.60 to Playsafety for playground inspections in May 20 from the minutes. Clerk to amend minutes. Subject to the above amendments Cllr Bennett proposed approval and Cllr Kennedy seconded. All agreed. The Chairman and Clerk will arrange for the amended minutes to be signed as the official record.	Cllk Cllk Cllk
6	Jan 20 – 13.2.a. Amend Commons Registration. Ongoing Legal Assistance sought through HALC arrangement with HCC – not able to help due to conflict as HCC is the deciding authority. Pending 17 May 20 Actions 2. Arrange completion of Acceptance of Office for Chair & Deputy. Forms sent 9 Jun. 5. Publish Cllr membership of Committees and portfolio responsibilities. Complete 19/5 6 & 7. Arrange signing of minutes by Chair. Complete 20/5 9.1.a. Submit planning response 20/00792/FULLN. Complete 9.2.a. Planning Ctee to respond on 20/00889/FULLN Shirley Lodge. Complete. 9.2.b&c. Submit planning response 20/00921/TPON and 20/00925. Complete 21/5 10.2. CCE to seek Reg 16 update from TVBC. Complete 10.3. Cllk to apply for Locality grant. (EOI in 21/5). Drafted pending CCE approval 14. Note approval of Governance docs on docs. Complete 15.2 & 3. Update and arrange Chairman signature on AGAR as approved. Complete 19/5 15.3 & 5. Arrange signatures on Fin Statements Apr 20 and Mar 20. Complete 19/5 15.4. Arrange cheques and card payments. Complete 16.1. Arrange site meeting to review Playsafety 16.3. NS to arrange hedge planting BBPF. 16.4. DC & Cllk to meet (virtual) with UCYFC to discuss their lease request. Complete (did not happen) 17.1. Establish GM virement requirement. Pending 17.2. Arrange site meeting with Highways Arbor culturalist. Emailed on 9 Jun asking to meet. 17.3. RB promulgate brief on permitted use of fields. Complete 18.1. CCE to trim path 2 after cow parsley finished. Completed by CCE & RB 19.1.c. CCE to contact HugoFox re planning app. Complete 19.1.d. CCE to brief Cllrs on use of Communications database. See item 4a.	
7	Planning – 1. Planning Committee to report on applications (Cllr Shah): a. 20/00889/FULLN. First Floor Extension, erection of canopy and porch. Shirley	

	<p>Lodge, Upper Clatford – No objection and comment about biodiversity check list submitted 26 May 20</p> <p>b. 20/00921/TPON. 2 x Beech, crown lift, secondary branches only over neighbour's garden. 28A Clatford Manor – No objection submitted 21 May 20</p> <p>c. 20/00925/TREEN. Fell 1 x yew, 1x ash, 2 x sycamore. Rawlinson Cottage, Upper Clatford - No objection submitted 21 May 20</p> <p>2. Applications on circulation</p> <p>a. 20/01153/TREEN Lion House Upper Clatford. Ash – Reduce branches, 7 x Conifers – Reduce height by up to 2m. [Clk - No objection nor comment submitted 9 Jun]</p> <p>b. 20/000991/FULLN 1 Church View. Retention of 2 sheds [Clk – due to Clk 16 Jun]</p> <p>c. Others tbc</p> <p>i. 20/00792/FULLN Land at Sam Whites Hill – six retirement dwellings. Cllr Shah stated that he had no update on the progress of this application at TVBC but asked Cllr Flood whether it would still go to the N Area Planning Committee regardless of the decision to approve or reject. Cllr Flood stated there may be reasons for it to be heard regardless of the Officer's recommendation, but that decision would depend on the Cllr who had called it .</p> <p>ii. SINC HBIC confirmed that designating the entire brook from Fyfield to Upper Clatford and recommended a courtesy email to Abbots Ann /Amport/ Thruxton PCs and TVBC Planning as they may be unaware at this stage as the TVBC overlay will not be published until Jul/Aug.</p> <p>iii. Enforcement Actions. The game pens in the area of RBW 14 are permitted and a retrospective application for the siting of sheds within the Upper Clatford Conservation area has been required by TVBC.</p> <p>iv. Water Authority Over-Pumping Cllr Heslop questioned the impact of the SINC designation on S Waters policy of 'over-pumping' into local waterways as the first action to forestall inundation during heavy weather. There was general concern about this among Cllrs who also felt that this aspect should be dealt with more robustly by the Local Authority on consideration of planning applications. It was also noted that it is an issue for Amport and Abbots Ann. It was recommended that the S Water representative for this area be invited to address the Parish Council.</p> <p>3. Heritage Asset Listing Cllr Heslop stated his surprise that Red Rice House was not a 'listed building' while its gate and gatehouses were. He asked Cllrs if they knew of any reason why it was not and if they felt the Parish Council should seek listing of it to protect the asset. Two Cllrs agreed it should be, and one commented on the disadvantages of living in a listed property. It was suggested that the matter be discussed with Farleigh School before further consideration. Cllr Eyre agreed to raise the matter with the Headmaster. There was no comment from the remainder. (Cllr Coole joined the meeting during this item)</p>	<p>Clk</p> <p>PH</p>
8	<p>Neighbourhood Development Plan Steering Group Report</p> <p>1. Regulation 16 Consultation. Cllr Eyre reported that TVBC (SH) had stated that there was no change in the Councils position on consultations [not happening] at present but had noted that HCC have started the first phase in reopening the libraries, with their Ready Reads programme, and the Council are also looking at how the offices can be reopened to the public. When there was further information on this, she would revisit the position, with a view to recommencing public consultations. Having submitted the documents for Reg 16 consultation prior to covid-19 lockdown, concerns were expressed about the impact of the delay on consideration of planning applications and the subsequent priority of applications once consultations recommence. It was agreed that these concerns be raised with TVBC Planning Policy.</p> <p>2. Locality Grant Application. The draft application had been agreed with Cllr Eyre and should be submitted. Unfortunately, the 'link' has expired, and the process must be repeated</p>	<p>Clk</p> <p>Clk</p>
9	<p>Covid-19 Support Group (Cllr Bennett) There have been very few new requests for support since the last meeting, however feedback from some of those benefitting from existing support arrangements has been positive, with shopping, prescription collections and dog walking being the dominant tasks. Regular engagement with Unity has continued in relation to prescription collections. It is proposed that the Group continues to operate until the Government restrictions are lifted to such an extent that the elderly and vulnerable feel confident to get essential supplies without support. At this stage members of the group will be asked if they wish their details to be transferred to a Parish database, whilst also inviting other parishioners for their details to be included to aid communications to the</p>	<p>RB</p>

	community															
10	<p>Borough Councillor to provide a monthly report Cllr Flood's report, below, had been circulated in advance of the meeting and there were no questions. Cllr Flood emphasised the items in bold below:</p> <p>1. The proposal to further extend a further period of free parking until July 21st was agreed unanimously at the TVBC Cabinet meeting of the 29th May. The new lower rate (1st April) of parking fees will be reinstated as from Wednesday 22nd July with a charge of £1 for two hours, free after 4pm and on Sundays.</p> <p>2. As restrictions begin to be lifted by central government, several shops will be reopening later this month. TVBC has been working on its recovery phase of the coronavirus response for two months, including preparing to make town centres safe and secure spaces with plans including signage, markings and hygiene facilities.</p> <p>3. TVBC was allocated more than £1.4million from funds made available through the central government's Local Authority Discretionary Grants Fund to help support those businesses and community organisations that deserve/need help and who have not yet been able to access funding from other schemes. Small businesses are being encouraged to apply for the funding to help with fixed ongoing property-related costs. The grant will not need to be paid back, but it will be taxable. The fund opened Monday 8th June for applications and closes on Sunday 21st June. Applicants are advised to apply as soon as possible.</p> <p>4. Roger Tetstall retired from the post of Chief Executive on the 29th May after 19 years of service. Andrew Ferrier had been appointed as his successor at Full Council on Wednesday 10 Jun 20. [Cllr Flood also reported that the Full Council had approved the Climate Emergency Action Plan and agreed to provide a link for the Parish Council]</p> <p>The Chairman invited Cllr Coole to add any points he had as a Ward Cllr (nothing further) and thanked Cllr Flood for her input. He also thanked both TVBC Cllrs for their grant in support of the Speed Indicator Device (SID).</p>	MF														
11	<p>County Councillor to provide a monthly report No report received this period.</p> <p>The Chairman asked that the Council's thanks to Cllr Gibson be recorded for his support and grant towards the Speed Indicator Device (SID).</p>															
12	<p>Governance.</p> <p>1. Adoption of NALC templated policies for Equal Opportunities & Diversity, Disciplinary Policy, Grievance Policy, Data Protection Policy The Clerk requested this be deferred until the next meeting due to errors in the pre-meeting circulation documents. Agreed. Clerk to re-issue documents for consideration.</p> <p>2. Direct Communications with the Public Cllr Eyre proposed that this matter and the Data Protection aspects be considered by himself, Cllr Bennett and the Clerk prior to the next meeting.</p>	Clk RB/ CCE Clk														
13	<p>Finance:</p> <p>1. To receive and approve the financial statement for 1 May 20 – 31 May 20 The Clerk made the following comments on the pre-meeting statement circulated:</p> <p>a. PV 7 paid to HCC for street lighting had to be paid by cheque rather than using the card as agreed at the last meeting due to not operation of the automated call payment system due to Covid-19</p> <p>b. Figures remain unchanged and balance</p> <p>c. Outstanding cheques 2133 to R Dobbs for £402 has not been presented and is due to expire. It will be formally cancelled, and a new cheque issued. It was agreed that as the Flower Show had been cancelled, the s137 cheque 2152 should be returned/cancelled.</p> <p>Cllr Williams proposed acceptance of the statement, Cllr Coole seconded, and all agreed. Clerk and Chairman to arrange signing the copy for record.</p> <p>2. To approve payments to be made. Approval was agreed for the following payments:</p> <table><thead><tr><th>Payee</th><th>Amount</th></tr></thead><tbody><tr><td>Kirbygas (Pav Boiler Svc & Insp)</td><td>£72.00</td></tr><tr><td>JK Murray (Internal Audit)</td><td>£210.00</td></tr><tr><td>C Emmett (Salary & Exp)</td><td>£393.90</td></tr><tr><td>HMRC (PAYE)</td><td>£88.80</td></tr><tr><td>Zoom (Monthly Pro Sub -1/6/20)</td><td>£14.39</td></tr><tr><td>ICO (Registration – Jun 20)</td><td>£40.00</td></tr></tbody></table> <p>3. IA Report 3 Jun 20 The report letter from the IA had been circulated to all Cllrs prior to the meeting and his statement will be added to the AGAR submitted for External Audit and displayed as part of the AGAR during the period of Public Rights. Accepted by all</p>	Payee	Amount	Kirbygas (Pav Boiler Svc & Insp)	£72.00	JK Murray (Internal Audit)	£210.00	C Emmett (Salary & Exp)	£393.90	HMRC (PAYE)	£88.80	Zoom (Monthly Pro Sub -1/6/20)	£14.39	ICO (Registration – Jun 20)	£40.00	Clk SK/Clk Clk
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14	<p>Playing Fields</p> <ol style="list-style-type: none"> To report the Monthly Monitoring of Play Park Equipment The Chairman asked Cllrs to resume inspections now in advance of any potential easing of restrictions in use. Cllr Wilson agreed and stated he was happy to meet and determine priority of work arising from Playsafety Inspection. Anna Valley Playing Field. Nothing to report. Balsbury Bridge Playing Field <ol style="list-style-type: none"> Over-pumping into Pillhill Brook. Cllr Wilson expressed his concerns that the regular over-pumping by the water authorities might poses some risk. Checks are supposedly done on water quality . Anti-social behaviour/gatherings had been noted late at night with possible associated drug use due to debris seen. TVBC Environmental Services will clear and the Police have been notified. This has also been reported on 'social media'. Hedge Planting. Cllr Shah stated he would plant the gaps in the new hedge line. Sports Field <ol style="list-style-type: none"> UCYFC Request for Lease Discussion. A virtual meeting had been offered to UCYFC to discuss request to lease to facilitate grant to club not taken up. They have still applied for a grant. Casual Use. UCYFC report recent use of sports field and their goals for soccer and bbq. There is also some evidence of Nox use. Misuse of Parish Lands. There was concern that parish parks and playing fields were being misused by youth gatherings. It was however agreed that these facilities exist for the benefit of all and sociable use should be encouraged, while antisocial and possible illegal activities should be reported to the authorities. A suitable note should be placed on the website. 	<p>AW</p> <p>NS</p> <p>Clk</p>
15	<p>Trees and Open Space</p> <ol style="list-style-type: none"> Grounds Maintenance Clerk to discuss cutting schedule and impact on budget with TVBC. Tree Survey Joint visit (RB,AL, Clk) with HCC requested 9 Jun 20. Others. Hemlock is growing strongly throughout the country at present and has been spotted within the parish by Cllrs Wilson, Bennett and F-Tapp. Cllr Bennett offered to notify the landowner. Agreed. 	<p>Clk</p> <p>Clk</p>
16	<p>Footpaths and Highways</p> <ol style="list-style-type: none"> Cllrs to report any footpath issues <ol style="list-style-type: none"> Red Rice Rd. Pavement vegetation has been reported to HCC by Cllr Bennett. Path 2. This has now been strimmed by Cllrs Eyre and Bennett. The Chairman offered his thanks. Priority Cutting List. HCC have decided not to award a PCL contract this year (due to covid-19?) and are either going to manage it in-house or will be looking to Parishes to organise work in their own areas with existing contractors/lengthsmen. As we do not belong to a Lengthsman scheme, an update on HCC proposed work is to be requested. Road Safety <ol style="list-style-type: none"> Sam Whites Hill to be re-surfaced Sam Whites Hill is to be resurfaced under Op Resilience 15 Jun 20. Details on website Speed Indicator Device (SID). The SID is now in operation and will be rotated between roads leading into the parish. Details for website. Speed Sign at Top Red Rice Rd. Cllr Kennedy reported that the 30 mph sign is obscured by vegetation which was too high for her to clear. Cllr Bennett offer to do the task. It should be noted that such issues can/should be reported by parishioners on the Hants website Report any Street Lighting Issues. Nil 	<p>Clk</p> <p>RB/ Clk</p> <p>RB</p>
17	<p>External Committees and Events</p> <ol style="list-style-type: none"> Report on changes to the website Cllr Eyre reported various additions to the website including a change in structure within the Community Groups pages to include the church groups, magazine and a page for VE Day celebrations. Cllr Mrs Kennedy to report of upcoming events at the Village Hall As the Pilgrim Fathers voyage celebration had been postponed until next year due to covid-19, setting the Stephen Hopkins plaque into the Village Hall would also be deferred. Nothing further to report. Cllrs to Report on other meetings Cllr Coole had attended the Test Valley Association of Town & Parish Councils and had been elected Deputy Chairman. At the last meeting HCC Cllr Humby had attended spoke about speeding on local roads; A subject which 	

	<p>TVBC might raise during the visit of Ch Insp Thorn to the council. The debate regarding a 20mph limit within the village was re-visited as the Council's desire had not gone away. It was noted that the 'trial' report on sites, including Chilbolton, had not been seen and there was interest to see if its conclusions justified HCCs refusal to take the matter further. Cllr Eyre suggest doing several point specific risk assessments to provide evidence of need for reduced speeds. The idea of '20 is plenty' signs was also discussed.</p>	
18	<p>Correspondence and E mail</p> <ol style="list-style-type: none"> 12 May. HALC . Secure storage for deeds. Possible introduction of paid for deeds storage service by Hants Legal Services (HLS) 13 May. UCYFC. Lease / grant meeting request. Raised by DC at PC meeting 13 May. 13 May & daily. TVBC (DC) Covid 19 Daily Members update. 14 May. HCC Credit Control. Hampshire CC - Overdue Invoice Reminder 14 May. Cllr Eyre. Portfolio assignments – Planning 14 May & 17 May. Internal Auditor. Alternative arrangements for IA while isolating. Drop-off books on 1 Jun for audit later that week. 15 May. Clerk to TVBC. Dog waste bin needs clearing. 15 May. Access Team South (HCC). Update to Rights of Way 2020 Priority Cutting List. The procurement of a new 3-year contract was authorised and was awarded in mid-February. Regretfully this contract has been frustrated by the uncertainty surrounding Covid 19. There is currently no fixed indication of when lockdown and social distancing restrictions will be lifted, although we are expecting a gradual relaxation. In considering how to progress with the delivery of the PCL contract during 2020, we have looked at a number of options and have decided to postpone the 2020 PCL contract. 18 May. Parishioner. Steps on Sam White's Hill. Response from Aster – public access allowed. Parishioner informed 19 May. 18 May. HALC. Hampshire and Isle of Wight Village of the Year. Postponed until 2021. 20 May. Parishioner. Flooding in BB Rd Hampshire Highways Enquiry 21466844. Discussed with Cllr AG. Issue is technical and not fully understood by lay info addressees. 20 May. Parish Online. Newsletter. Copied to CCE,NS, RB. 20 May. Groundwork – Gifts. Groundwork UK Requirement Form Submission - Gifts Programme Management System. Acknowledgement of 'Expression of Interest' (NDP Grant). Tracking number is 96435 21 May. Powerforpeople. request for your help with the Local Electricity Bill. 1 Jun. Lloyds Bank Business Banking. Interest rate change 0.05% : 0.01% 1 Jun. TVBC. 20/01153/TREEN Lion House, Upper Clatford. Ash – reduce branches to border, 7 x conifer reduce height by up to 2m. 2 Jun. Hants Highways (via Cllr DC). Operation Resilience - TV712 Sam Whites Hill, Upper Clatford - Carriageway Resurfacing - Scheme Notification. On website 3 Jun. Sec UCYFC. Recent use of sports field for soccer and bbq 3 Jun. HALC Admin. Cllr access to HALC Website 9 Jun. Contact via Hugo Fox. Interested in joining. Emailed back – not sure what you wish to join? 9 Jun. TVBC (SH). Upper Clatford NDP - revised submission documents. No progress with consultations at present. 	
19	<p>Councillors to request any items to be included within the agenda for the Meeting to be held Wednesday 8th July 2020</p> <ol style="list-style-type: none"> SINCs (Cllr Shah) Solar Funding (Cllr Heslop) 	Clk

Meeting Closed at 9.25 pm