## UPPER CLATFORD PARISH COUNCIL MINUTES FROM THE (VIRTUAL) ANNUAL MEETING OF THE PARISH COUNCIL HELD ON WEDNESDAY 14<sup>TH</sup> OCTOBER 2020

AT 7.30 PM OVER ZOOM

MINUTES REMAIN A DRAFT UNTIL AGREED AS A CORRECT RECORD AT THE NEXT MEETING

Present:	Parish Cllrs P Heslop (Chairman), R Bennett, C Eyre, H Folkard-Tapp, S Kennedy, N Shah, C
	Williams, TVBC Cllr M Flood, HCC Cllr A Gibson(from item 8)
	Minutes – C Emmett, Parish Clerk

1	Apo	ologies for Absence Cllr D Coole, Cllr A Wilson, A Lockhart	
	То	receive and accept declarations of interest Nil	
	Puk	olic Participation Nil	
	Wa	ter Management – The Chairman asked we had been added to the S Water Communications list	
		if any pipeline plans had been received from them. The Clerk stated that they had acknowledged	
		eipt of contact information but had not sent plans. The Clerk was requested to follow-up the	Clk
		uest for pipeline and drain plans. The Chairman commented on reports in the press about	CIK
	poll	uting offenders being 'Licensed by the EA' and asked Cllrs what they thought about commissioning	
	inde	ependent monitoring of water quality in the Pillhill Brook" Cllr Folkard-Tapp agreed to investigate	
		her and report back.	HF-T
To approve the minutes from the (virtual) Meeting held on 9th September 2020 Cllr Shah			
		posed acceptance of the minutes, seconded by Cllr Bennett: Approved by all.	
		receive the Clerk's progress report since the meeting held on 9th September 2020	
		ul 20 Meeting	
		4.e. Sports field garage. Confirm ownership. Unresolved	
		4.f. Cllr Coole to arrange disposal of sports equipment.	
		4.i. Cllr Coole to discuss contribution to running costs with UCYFC.	
		ep Meeting Provide SSE with contact details. <b>Complete</b>	
		COVID-19 Banners. CCE to circulate proposed wording changes. Displayed during meeting	
		COVID-19 Balliners. CCE to circulate proposed wording changes. Displayed during meeting	
		Footpath to GC. Cllr Gibson to speak to Cllr Humby.	
		Data Protection Policy. Update. Complete	
		B. BBPF purchase river warning signs. <b>Pending clarification of wording</b>	
		4. Brook Way Bottom (BWB). Ask TVBC to clear. <b>Complete</b> Quote to be discussed at item 15.1.	
		2.b. Watery Lane Hedges. Send recent emails as background to Cllr Gibson. Complete	
		B. Heritage Phone Box. Send Cllr Heslop details of paints etc. Complete	
	Pla	nning	
	1.	Planning Committee to report on applications (Cllr Shah):	
		a. <b>20/02234/TPON</b> 8 Brook Way, Fell 1 x Chestnut. No objection submitted 28 Sep 20	
		b. <b>20/001896/DDCA</b> Overdale Remove branches from dead tree. Notification only	
		c. 20/02081/TELN-Proposed development at: Land To East Of Winchester Road. Concerns	
		expressed seeking an adequate environmental assessment submitted 25 Sep 20	
		d. 20/01924/FULLN & 20/01925/LBWN Old Oaks. Demolition and replacement workshops. No	
		objection submitted 11 Sep 20. Approved by TVBC.	
		e. <b>20/02299/TPON</b> Oaklea, 26 Brook Way. T1 - Turkey Oak - Reduce overhang on roof by 2.5m and remove epicormic shots. On circulation to 17 Oct 20. <b>No objection to be submitted</b>	
		f. 20/01634/FULLN Bury Hill Cottage. Refused by TVBC. Bat survey required	
		g. 20/01439/FULLN and 20/01440/LBWN Reed Cottage, permission granted for a 2-storey	
		extension to replace an existing single-storey extension. We commented on the turning circle	
		(no objection from highways) and the boundary hedge (applicant has confirmed it will remain).	
	2.	Heritage Asset Listing (Clir Heslop) It was agreed that Clir Eyre will contact Farleigh School	
		again regarding a meeting (virtual or otherwise) regarding listing of Red Rice House.	
ı	3.	SINCs Having circulated a draft SINC proposal to Cllrs before the meeting, Cllr Shah made the	
J		following proposal, seconded by Cllr Eyre:	I
		Proposal: That the document Church Meadow South SINC v6 document be submitted	
		to the Hampshire Biodiversity Information Centre for consideration. Carried. Cllr Eyre	Clk
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	<ol> <li>4.</li> <li>5.</li> </ol>	to the Hampshire Biodiversity Information Centre for consideration. Carried. Cllr Eyre stated he would confirm approval to the NDP consultant.  Draft Scoping Report Consultation (Closed 11 Sep 20). Response on the paper replacing the 2017 Scoping Report and 2018 Scoping Report for Gypsies, Travellers and Travelling Show people has been submitted to TVBC as discussed at last meeting.  Refined Issues and Options Consultation for the next Local Plan Due to the deadline on this	
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	https://www.gov.uk/government/consultations/planning-for-the-future	
8	Neighbourhood Development Plan Steering Group Report	
	<ol> <li>Cllr Eyre stated that a response to questions from TVBC and the Examiner had been prepared, as circulated to all Cllrs, by the SG in consultation with our consultant and was due submission by 19 Oct 20. He noted that TVBC's responses were helpful and in line with our comments on several</li> </ol>	CCE
	questions. It had been felt that it was appropriate to give way on the matter of 'Plot subdivision'.  The Parish Council's approval of the proposed new SINC would be reflected in the final document to be produced by the consultant for submission by the Council. It is expected that the examiner	Clk
	<ul><li>will respond in 4 to 6 weeks.</li><li>The Chairman confirmed that Cllrs had no further comments and agreed to the proposed submission. Cllr Eyre stated that the consultant's hours would not exceed the budget.</li></ul>	
9	Covid-19 Support (Group) Committee	
	<ol> <li>Cllr Bennett confirmed that the website had been updated and said that the mailshot sent out only went to those on the email list. He hoped that paired helpers would inform those not on the email system.</li> </ol>	
	<ol> <li>Cllr Eyre displayed his proposals for a new banner. It was suggested that signposting to the website alone was too narrow and excluded those not on the internet. He and Cllr Bennett would look at options and then seek a quote for new banners.</li> </ol>	CCE
10	Borough Councillor to provide a monthly report Cllr Flood reported:	
	1. Planning White Paper Consultation. The Government has set out for consultation major proposals to reform the planning system. The deadline for response is 29 October and can be submitted by individuals as well as Councils etc. The proposals, if implemented, would arguably represent the most significant changes to the English planning system since its inception in 1947 as follows: a. The Government is aiming to speed up the delivery of housing whilst enhancing quality to	
	secure their target of 300,000 homes completed per year.	
	b. The White Paper is proposing that the housing provision requirements are also set by a standard national method and that these requirements are binding. The implication for the Borough is that the housing requirement would increase by approx 50% per year to 814 dwellings per annum.	
	<ul> <li>There's a risk that a national method would place considerable emphasis on nationally recognised designations such as green belts, and less on other important local designations such as local gaps</li> </ul>	
	d. Infrastructure Levy. The White Paper proposes the removal of S106 and Community Infrastructure Levy with a single Infrastructure Levy with a mandatory flat rate set nationally and reflect specific areas. This would be levied at point of occupation. There is real concern in TVBC about this proposal partly because of the lack of detail in how a national rate for areas would be set and over what area. This could have consequences on the funds available to help deliver future infrastructure projects. Payment being made at occupation is not supported by TVBC as this is too complex to enforce. The proposal does suggest that the levy can be used to deliver more affordable homes through an 'in-kind' on-site provision	
	Consultation is ongoing on Green Spaces owned by TVBC.	
	3. Annual Leaf Clearance. Leaf clearance is now ongoing and ad hoc requested can be made to	
	<ul> <li>TVBC environment team <u>environmentalservices@testvalley.gov.uk</u></li> <li>4. Town Mills. Work is ongoing to 'green-up' the Town Mills area which links to the new town design proposals.</li> </ul>	
	<ol> <li>Cllr Heslop asked if any update had been received regarding 'overpumping'. No.</li> <li>Cllr Williams asked about work in the stream near the Poplar Farm. This was an Environment Agency approved task undertaken by the Wild Trout Trust as shown at <a href="https://www.upperclatford.com/community/upper-clatford-15048/news/pillhill-brook-river-restoration-work-39106">https://www.upperclatford.com/community/upper-clatford-15048/news/pillhill-brook-river-restoration-work-39106</a></li> </ol>	
	7. Cllr Shah asked about tree works in Cattle Lane (Abbotts Ann). Cllr Flood understood it was the owner clearing poplars planted for matchsticks.	
11	<ol> <li>County Councillor to provide a monthly report Cllr Gibson reported:</li> <li>Highways and Carbon Strategy. Cllr Gibson is drafting a report.</li> <li>Highways Operational Structure Changes. A new structure has been introduced. Officers now managing the area covering Upper Clatford are: Steve Pallet and Mike Pelans.</li> </ol>	
	3. Watery Lane. Cllr Gibson has asked Highways to cut the hedges but they maintain it is the owners responsibility however they will check the situation. Cllr Bennett thanked him. Cllr Heslop stated while hedge cutting would help, lack of speed restriction was the real problem.	
	<ol> <li>Road Surfacing. Concerns have been put to Highways about the pre-positioning of vehicles in Red Rice Road prior re-surfacing Sam Whites Hill.</li> <li>COVID-19. Stockbridge Schools has had a few days closure due to the virus. Cllr Gibson remains concerned that the granularity of figures for Hampshire are poor. Cllr Flood noted that figures for TVBC were rising. STAY ALERT</li> </ol>	
	The Chairman thanked both Cllr Flood and Gibson who then left the meeting.	
12	Finance:  1. To receive and approve the financial statement for 1 September 20 – 30 September 20 (Statements had been sent to all Cllrs prior to the meeting) Proposed by Cllr Bennett, seconded by Cllr Shah. Agreed by all. The Clerk stated that adjustments were needed to the budget and	
	proposed virement of £2177.86. Cllr Kennedy proposed the virement as under, seconded by Cllr	

						1
		Bennett and agreed by all.	Duning		to following budget lines.	Clk
		Take £1000 from Legal, and £1178		is lines to add	to following budget lines:	
		a. Insurance (New contract Oct 20)	£16.59			
		<ul><li>b. Audit £35,</li><li>c. Pav Utilities £350.</li></ul>				
		d. GM £1690 due to replacement co	entractor for	Enham who w	vithdrew at onset of COVID-19	
		e. Sports Field (GM) £73 to meet lo			variation at choose of GGV1B 10	
	f. Subscriptions £9.47					
		g. Website £3.38.				
	2.	To approve payments to be made				
		Payee	PV	Ch/Card	Amount	
		P Heslop (Jetty wood BBPF)	PV41	Bacs	£145.80	
		N Shah (Paint - BBPF rails)	PV42	Bacs	£53.50	
		Came & Co (Insurance 20/21)	PV43	2187	£1,126.59	
		HALC (Fin Training x 2)	PV44	Bacs	£72.00	
		Zoom (Oct 20)	PV45	Card DD	£14.49	
		PKF Littlejohn (Audit)	PV46	2188	£240.00	
		C Emmett (Salary & Exp)	PV47	2189	£370.92	
		HMRC (PAYE)	PV48 PV49	2190 Bass	£90.40	
		SWBS (Pavilion water)	_	Bacs	15.28	
		Cheques raised/Card payments sind Cartridgesave	e iasi meeli PV39	Card	46.28	
		SSE	PV40	Bacs	71.56	
		May get bill for 20 is Plenty signs- qu				
		Agreed by all		2000p.00		
	3.	Solar Farm – Community Funding				
		Resolution:				
		To resolve in accordance with the				
					ce on the matter as prior publicity	
		might be prejudicial to the specia				
		correspondence with the constructor				
		claim for a community fund offered.				
	1	research into this matter. The meet				
	4.	<b>4. Audit FY19/20 – Conclusion.</b> The Conclusion of Audit Notice and report by the external auditor (AGAR s3) have been received, circulated to Cllrs and were published on the website 12 Oct 20.				
		There were no observations for action		iis and were p	ublished on the website 12 oct 20.	
	5. <b>Finance Committee Budget Meeting 19 Nov 20.</b> A meeting of the Finance Committee will be					
		held by Zoom on Thu 19 Nov at 7.30				
		to the Clerk & RFO by the next PC r	neeting on 1	I1 Nov.	-	Cllrs
13		ying Fields				
	1. To report the Monthly Monitoring of Play Equipment Cllr Wilson reported via email that he had					
	inspected and found no faults needing action in BBPF. Cllr Williams reported all was OK in AVPF					
	2.	Anna Valley Playing Field. It was	noted the	NO DOGS s	sign was getting overgrown with	Clk
	_	ivy. Clerk to action				
	3.	Balksbury Bridge Playing Field (				
		'Children', as no age is stated propo				
		<ul><li>a. Entrance: All children must be a</li><li>b. At natural entry points to the brod</li></ul>				
		Pill Brook, and footwear should be w			ust be accompanied at all times in	All
		After some discussion, it was agree			il the next meeting	Cllrs
	4.	Sports Field In the absence of Cllr				
		and field by another sports team had				
		procedural interface between users.				
14	Tre	es and Open Space	_			
	1.				ote for clearing Brook Way Bottom to	
		bare earth and removing the waste			eed to accept the quote if they	Clk
		confirm that all waste (not just green			and acceptance of the control of the	
	_			btained and pl	aced at various locations were litter	1
	2.	Litter. Cllr Heslop suggested that s		1044		Clerk
	2.	is commonly left. The Clerk was asl	ed to see if		s were available through HCC who	Clerk
		is commonly left. The Clerk was asl had a recent campaign. Funding wa	ked to see if as agreed up	to £100 from	s were available through HCC who the projects line.	Clerk
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## 15 Footpaths and Highways

- 1. Clirs to report any footpath issues Clir Bennett stated a further tree fall on footpath 1 had been reported to HCC as it was endangering pedestrians and potentially damaging the bridge.
- 2. Road Safety
  - a. 20 is Plenty. Cllr Bennett reported on the '20 is plenty' signs were on order.
  - b. Speed Indicator Device. This had been moved to Village Street/Church Lane. After 2 weeks there it will have been around the circuit for 2 full rotations and data will be analysed in more detail. It seems to be effective in moderating speeds.
  - c. Watery Lane Hedges Several parishioners have contacted Cllrs regarding road safety for pedestrians on Watery Lane due to speeds and lack of visibility. Cllr Bennett stated that he had reported the hedge issue to HCC Highways using the website
- 2. Report any street lighting issues Nothing reported.

## 16 External Committees and Events

- 1 Report on changes to the website NDP Examiner questions and those from TVBC have been published. Parish responses will also be displayed. The Conclusion of Audit Notice has also been published on the site. Cllr Heslop asked about cookies. Details are on the website regarding the uses.
- 2 CIIr Mrs Kennedy to report of upcoming events at the Village Hall The hall is available for hire.
- 3 Clirs to Report on other meetings
  - a. HALC (Virtual) AGM 24 Sep 20 Cllr Shah reported that he found the sessions on the Planning White Paper useful.
  - b. Finance for Cllrs 1 Oct 20 (HALC virtual). Attended by Cllrs Coole & Bennett.
  - c. Any bids for training or meetings. The Clerk asked if there were any bids for training and advertised the HALC Mini Conf 20 Oct or 4 Nov.

## 17 Correspondence and E mail The Clerk had circulated a list of correspondence including:

- 10 Sep. Came and Company. Insurance Renewal by 1 Oct 20. Copied to Cllrs 25/9 for acceptance of Hiscox 3 yr term. Agreed by emails: Aw & AL 25/9; NS, RB, CW, CCE, DC, SK & PH 26/9.
- 12 Sep. Cllr NS. Weak bridge violation (Church Lane). Overweight vehicle details HY64 FFN. Reported
- 14 Sep. HCC. Community Energy in Hampshire. To Cllrs for feedback to inform survey return by 28 Sep.
- 4. 14 Sep. McAfee. Auto-renewal due on 12 Nov
- 15 Sep. Parishioner via website. Thanks to Cllrs Heslop, Bennett, Shah for work on jetty. Published.
- 6. 17 Sep. J Munns. Pitch Hire charity soccer match. Sent to Cllr Coole.
- 7. 18 Sep. TVBC (SH). Submission of the UCNP. CCE actioning as NDP SG lead.
- 8. 18 Sep. UCYFC, via DC. Sports Pavilion request to change hand wash basin required due to UCYFC COVID-19 risk assessment. Copied to DC. Agreed as a self-help task.
- 9. 22 Sep. HCC. Village Green V37 Registration. Archive info.
- 10. 25 Sep. Cllr Flood TVBC. Planning White Paper. Cllr NS copied in cc. TVBC briefing for Cllrs planned for 5 Oct.
- 11. 25 Sep. IPE. Upper Clatford Neighbourhood Plan Examiner Procedural Matters and Questions. Acknowledged. CCE has copy for SG action
- 12. 25 Sep. IA. AGARs and other Information. Copied to Fin Ctee Cllrs. Agreed 19 Apr 21 for FY20/21 account IA review.
- 13. 29 Sep. TVBC (SH). Upper Clatford Neighbourhood Plan Examiner Procedural Matters and Questions
- 14. 29 Sep. Came & Co. Upper Clatford Parish Council Hiscox Insurance Renewal. Confirms cover from 1 Oct and payment post meeting on 14 Oct 20.
- 15. 30 Sep. Cllrs SK & NS. Church Meadow SINC
- 16. 30 Sep. TechnicalPlanningConsultation. Future Planning Consultation C2PS. Acknowledgement of input.
- 17. 30 Sep. DJN (NDP Consultant). TVBC Response to Examiners Questions
- 18. 1 Oct. Kit Malthouse MP. Future Planning Consultation C2PS (Case Ref: KM15145) acknowledgement of input. Copied to NS
- 19. 2 Oct. Parishioner (SS). Fallen branch on cycle path. Reported to HCC
- 20. 5 Oct. J Murray (IA). Comment re External Audit. Copied to Fin Ctee
- 21. 5 Oct. DJN. Submission of the UCNP. Updated draft responses to Reg 16 comments
- 22. 6 Oct. HALC Mini Conf. Tuesday 20 October between 9.30am 12.30pm, Wednesday 4 November between 6 9pm. Copied to Cllrs
- 23. 8 Oct 20. PKF Littlejohn. Apology for comment about Internal Audit. 'The report is a clean unqualified report'
- 24. 12 Oct. Ex Cllr (MP). The Green, grounds maintenance and Sports field garage.
- 25. 12 Oct. TVBC (AP & DC) COVID-19 Grants for GM. Not available.
- 26. 12 Oct. TVBC. Planning White Paper on changes to the planning system briefing notes. Copied to all Cllrs.
- 27. 13 Oct. HALC. Mini Conference agenda 20 Oct & 4 Nov.
- 28. 14 Oct. TVBC. Waste removal quote.

	<ul> <li>29. 14 Oct. CCE to IPE. Upper Clatford Neighbourhood Plan - Examiner Procedural Matters and Questions – response will follow on 15 Oct.</li> <li>30. 14 Oct. CCE to all Clirs. NDP Examiner - Draft response to request for clarification and questions</li> </ul>	
18	Projects (Cllr Shah & Cllr Wilson)  1. Old Taskers Railings. Cllr Shah reported that 2 blacksmiths had been consulted and suggested use as panels. One suggested the only value was to use the bars as planters or tree guards. No quotes given and both asked for a budget range to determine what could be achieved.  2. Footpath to Goodworth Clatford. No update. Cllr Wilson leading.	NS AW
19	<b>Bonfire (5<sup>th</sup> November 2020) – CANCELLED.</b> The signs that have been placed around the Green advising of cancellation / no waste disposal on site were deemed adequate. No further action required	
20	Councillors to request any items to be included within the agenda for the Meeting to be held Wednesday 11 <sup>th</sup> November 2020	

Meeting Closed at 9:45 pm