

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
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	<a href="https://www.gov.uk/government/consultations/planning-for-the-future">https://www.gov.uk/government/consultations/planning-for-the-future</a>	
8	<b>Neighbourhood Development Plan Steering Group Report</b> 1. 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 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 will respond in 4 to 6 weeks. 2. 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.	CCE Cllk
9	<b>Covid-19 Support (Group) Committee</b> 1. 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. 2. 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.	CCE
10	<b>Borough Councillor to provide a monthly report</b> 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. c. 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 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 2. 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 TVBC environment team <a href="mailto:environmentalservices@testvalley.gov.uk">environmentalservices@testvalley.gov.uk</a> 4. Town Mills. Work is ongoing to 'green-up' the Town Mills area which links to the new town design proposals. 5. Cllr Heslop asked if any update had been received regarding 'overpumping'. No. 6. 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> 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	<b>County Councillor to provide a monthly report</b> Cllr Gibson reported: 1. Highways and Carbon Strategy. Cllr Gibson is drafting a report. 2. Highways Operational Structure Changes. A new structure has been introduced. Officers now managing the area covering Upper Clatford are: Steve Pallet and Mike Pelans. 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. 4. Road Surfacing. Concerns have been put to Highways about the pre-positioning of vehicles in Red Rice Road prior re-surfacing Sam Whites Hill. 5. 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 The Chairman thanked both Cllr Flood and Gibson who then left the meeting.	
12	<b>Finance:</b> 1. <b>To receive and approve the financial statement for 1 September 20 – 30 September 20</b> (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	

	<p>Bennett and agreed by all. Take £1000 from Legal, and £1178 from Projects lines to add to following budget lines:</p> <p>a. Insurance (New contract Oct 20) £16.59 b. Audit £35, c. Pav Utilities £350. d. GM £1690 due to replacement contractor for Enham who withdrew at onset of COVID-19 e. Sports Field (GM) £73 to meet lowest tender. f. Subscriptions £9.47 g. Website £3.38.</p> <p>2. <b>To approve payments to be made</b></p> <table><tr><td>Payee</td><td>PV</td><td>Ch/Card</td><td>Amount</td></tr><tr><td>P Heslop (Jetty wood BBPF)</td><td>PV41</td><td>Bacs</td><td>£145.80</td></tr><tr><td>N Shah (Paint - BBPF rails)</td><td>PV42</td><td>Bacs</td><td>£53.50</td></tr><tr><td>Came &amp; Co (Insurance 20/21)</td><td>PV43</td><td>2187</td><td>£1,126.59</td></tr><tr><td>HALC (Fin Training x 2)</td><td>PV44</td><td>Bacs</td><td>£72.00</td></tr><tr><td>Zoom (Oct 20)</td><td>PV45</td><td>Card DD</td><td>£14.49</td></tr><tr><td>PKF Littlejohn (Audit)</td><td>PV46</td><td>2188</td><td>£240.00</td></tr><tr><td>C Emmett (Salary &amp; Exp)</td><td>PV47</td><td>2189</td><td>£370.92</td></tr><tr><td>HMRC (PAYE)</td><td>PV48</td><td>2190</td><td>£90.40</td></tr><tr><td>SWBS (Pavilion water)</td><td>PV49</td><td>Bacs</td><td>15.28</td></tr><tr><td colspan="4">Cheques raised/Card payments since last meeting</td></tr><tr><td>Cartridgesave</td><td>PV39</td><td>Card</td><td>46.28</td></tr><tr><td>SSE</td><td>PV40</td><td>Bacs</td><td>71.56</td></tr></table> <p>May get bill for 20 is Plenty signs- quote for £177.00 accepted on 6 Oct. <b>Agreed by all</b></p> <p>3. <b>Solar Farm – Community Funding Resolution:</b> <b>To resolve in accordance with the Public Bodies (Admission to Meetings) Act 1960 to exclude the public and press for discussion on legal advice on the matter as prior publicity might be prejudicial to the special nature of the business. Carried.</b> Cllr Heslop summarised correspondence with the constructor of the site and proposed future actions regarding a possible claim for a community fund offered. Council approved. The Chairman thanked Cllr Eyre for his research into this matter. <b>The meeting was then re-opened to the press and public.</b></p> <p>4. <b>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.</p> <p>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 7.30pm. Cllrs were asked to submit any proposals for the budget to the Clerk &amp; RFO by the next PC meeting on 11 Nov.</p>	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	2190	£90.40	SWBS (Pavilion water)	PV49	Bacs	15.28	Cheques raised/Card payments since last meeting				Cartridgesave	PV39	Card	46.28	SSE	PV40	Bacs	71.56	Clk
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13	<p><b>Playing Fields</b></p> <p>1. <b>To report the Monthly Monitoring of Play Equipment</b> 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</p> <p>2. <b>Anna Valley Playing Field.</b> It was noted the NO DOGS sign was getting overgrown with ivy. Clerk to action</p> <p>3. <b>Balksbury Bridge Playing Field</b> Cllrs were asked to review the wording, or clarify the term 'Children', as no age is stated proposed in the Risk Assessment:</p> <p>a. Entrance: <b>All children</b> must be accompanied by an adult at entrance (s) to playground. b. At natural entry points to the brook stating: <b>All children</b> must be accompanied at all times in Pill Brook, and footwear should be worn by everyone. After some discussion, it was agreed to defer the decision until the next meeting</p> <p>4. <b>Sports Field</b> In the absence of Cllr Coole the Clerk reported that a request for use of the pavilion and field by another sports team had regrettably been turned down due to the COVID-19 procedural interface between users.</p>	Clk  																																																				

15	<p><b>Footpaths and Highways</b></p> <p>1. <b>Cllrs to report any footpath issues</b> Cllr Bennett stated a further tree fall on footpath 1 had been reported to HCC as it was endangering pedestrians and potentially damaging the bridge.</p> <p>2. <b>Road Safety</b></p> <p>a. <b>20 is Plenty.</b> Cllr Bennett reported on the '20 is plenty' signs were on order.</p> <p>b. <b>Speed Indicator Device.</b> 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.</p> <p>c. <b>Watery Lane Hedges</b> 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</p> <p>2. <b>Report any street lighting issues</b> Nothing reported.</p>	
16	<p><b>External Committees and Events</b></p> <p>1 <b>Report on changes to the website</b> 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.</p> <p>2 <b>Cllr Mrs Kennedy to report of upcoming events at the Village Hall</b> The hall is available for hire.</p> <p>3 <b>Cllrs to Report on other meetings</b></p> <p>a. HALC (Virtual) AGM 24 Sep 20 Cllr Shah reported that he found the sessions on the Planning White Paper useful.</p> <p>b. Finance for Cllrs 1 Oct 20 (HALC virtual). Attended by Cllrs Coole &amp; Bennett.</p> <p>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.</p>	
17	<p><b>Correspondence and E mail The Clerk had circulated a list of correspondence including:</b></p> <ol style="list-style-type: none"> <li>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 &amp; AL 25/9; NS, RB, CW, CCE, DC, SK &amp; PH 26/9.</li> <li>12 Sep. Cllr NS. Weak bridge violation (Church Lane). Overweight vehicle details HY64 FFN. Reported</li> <li>14 Sep. HCC. Community Energy in Hampshire. To Cllrs for feedback to inform survey return by 28 Sep</li> <li>14 Sep. McAfee. Auto-renewal due on 12 Nov</li> <li>15 Sep. Parishioner via website. Thanks to Cllrs Heslop, Bennett, Shah for work on jetty. Published.</li> <li>17 Sep. J Munns. Pitch Hire charity soccer match. Sent to Cllr Coole.</li> <li>18 Sep. TVBC (SH). Submission of the UCNP. CCE actioning as NDP SG lead.</li> <li>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.</li> <li>22 Sep. HCC. Village Green V37 Registration. Archive info.</li> <li>25 Sep. Cllr Flood TVBC. Planning White Paper. Cllr NS copied in cc. TVBC briefing for Cllrs planned for 5 Oct.</li> <li>25 Sep. IPE. Upper Clatford Neighbourhood Plan - Examiner Procedural Matters and Questions. Acknowledged. CCE has copy for SG action</li> <li>25 Sep. IA. AGARs and other Information. Copied to Fin Ctee Cllrs. Agreed 19 Apr 21 for FY20/21 account IA review.</li> <li>29 Sep. TVBC (SH). Upper Clatford Neighbourhood Plan - Examiner Procedural Matters and Questions</li> <li>29 Sep. Came &amp; Co. Upper Clatford Parish Council - Hiscox - Insurance Renewal. Confirms cover from 1 Oct and payment post meeting on 14 Oct 20.</li> <li>30 Sep. Cllrs SK &amp; NS. Church Meadow SINC</li> <li>30 Sep. TechnicalPlanningConsultation. Future Planning Consultation - C2PS. Acknowledgement of input.</li> <li>30 Sep. DJN (NDP Consultant). TVBC Response to Examiners Questions</li> <li>1 Oct. Kit Malthouse MP. Future Planning Consultation - C2PS (Case Ref: KM15145) acknowledgement of input. Copied to NS</li> <li>2 Oct. Parishioner (SS). Fallen branch on cycle path. Reported to HCC</li> <li>5 Oct. J Murray (IA). Comment re External Audit. Copied to Fin Ctee</li> <li>5 Oct. DJN. Submission of the UCNP. Updated draft responses to Reg 16 comments</li> <li>6 Oct. HALC Mini Conf. Tuesday 20 October between 9.30am – 12.30pm, Wednesday 4 November between 6 – 9pm. Copied to Cllrs</li> <li>8 Oct 20. PKF Littlejohn. Apology for comment about Internal Audit. 'The report is a clean unqualified report'</li> <li>12 Oct. Ex Cllr (MP). The Green, grounds maintenance and Sports field garage.</li> <li>12 Oct. TVBC (AP &amp; DC) COVID-19 Grants for GM. Not available.</li> <li>12 Oct. TVBC. Planning White Paper on changes to the planning system – briefing notes. Copied to all Cllrs.</li> <li>13 Oct. HALC. Mini Conference agenda 20 Oct &amp; 4 Nov.</li> <li>14 Oct. TVBC. Waste removal quote.</li> </ol>	

	29. 14 Oct. CCE to IPE. Upper Clatford Neighbourhood Plan - Examiner Procedural Matters and Questions – response will follow on 15 Oct.	
	30. 14 Oct. CCE to all Cllrs. NDP Examiner - Draft response to request for clarification and questions	
18	<b>Projects</b> (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	<b>Councillors to request any items to be included within the agenda for the Meeting to be held Wednesday 11<sup>th</sup> November 2020</b>	

**Meeting Closed at 9:45 pm**