UPPER CLATFORD PARISH COUNCIL

UCPC Council Members
Cllr Peter Heslop, Chair, (PH)
Cllr Richard Bennett (RB) Deputy Chair
Cllr Charles Eyre (CE)
Cllr Nigel Freemantle (NF)
Cllr Robert Hawkins (RHk)
Cllr Richard Hydes (RH)
Cllr Patrick Littlehales (PL)
Cllr Cynthia Williams (CW)
Karen Nadin, Clerk/RFO (KN)
Members of Public x 5

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

DRAFT MINUTES – 11 MARCH 2026

1. Welcome, Apologies & Declarations of Interest

PH opened the meeting at 7pm. Apologies were noted from Cllr Flood and Michelle Penn, TVBC. Cllr Hydes declared an interest in item 8, planning application ref 26/00259/FULLN, due to living in a neighbouring property.

2. Approval of Previous Minutes

RH proposed that the minutes of the meeting held on 11 February were approved as a true and accurate record, seconded by CW and all agreed. Minutes signed by Chair.

3. Update on Actions from Previous Minutes

- Dog Bins – Clerk confirms that we should be paying for 6 x bins rather than 7 – TVBC to provide updated contract. **ACTION – Clerk to arrange for each bin location to be marked on Parish Online map;**
- Community Resilience lead councillor volunteer – no volunteers to date. It was suggested that this is potentially something that one of the new councillors may like to take a lead on – **ACTION – Clerk to provide update to future meeting.**
- Councillor Grants for Upper Clatford Historical Group Archaeological Dig at Sam White's Hill – HCC & TVBC councillor grants received totalling £555. **ACTION - Clerk will arrange to purchase equipment which can then be gifted to the group.** Councillors thanked Cllrs Drew & Hasselmann for their grants in this regard;
- Anna Valley play park rubbish bin – the unlidded bin belong to the PC has been removed and disposed of;
- Donation from parishioner for new defibrillator – Clerk has provided costings to parishioner who has offered to make donation – **ACTION – Clerk to provide update at future meeting;**
- Removal of parishioner's name from previous published minutes – Clerk has removed name from previous minutes as requested;
- TVBC energy efficiency advice – PH confirmed that the village hall committee have been made aware of this and already have in hand;
- PBA insurance contribution – as agreed at the February meeting, this payment has now been made;
- PBA poster contribution – CE has arranged for Pillhill Brook volunteer to provide detail to PBA for the poster;
- Co-option policy – Clerk confirms this has now been published on the website;

4. Public Participation

A concern was raised about the decision by HCC to remove the County Archaeologist post and what this might mean with regards to any future planning applications particularly in respect of the ongoing NPPF review and highlighted the type of assistance that this post has provided in the past. This matter was due to be discussed at a later agenda item but as the matter was raised it seemed pertinent to discuss at this point. Cllr Drew confirmed that HCC have taken the decision to remove the Lead Archaeologist post as part of their ongoing savings programme. He advised that the post is a discretionary post that has been providing, for a fee to Local Planning Authorities (LPA's), advice/interpretation of the information held within the Historic Environment Record (HER) and that this service has historically not covered its costs and the decision taken to close the service down. The HER will be maintained as it is a statutory requirement to do so and is available to anyone to access online, not just LPA's. Cllr Hasselman confirmed that TVBC planning officers are confident that they will be able to secure the

same expertise going forwards and that a tendering process is currently underway to appoint external consultants who offer this advice at a similar cost.

5. Borough Councillors Report & Update

The full TVBC update and further details and links can be found on both PC & TVBC websites – main points:-

- TVBC approved a balanced budget for 2026/27. Below inflation council tax increase of 2.96% announced. TVBC's council charge is the fourth lowest in Hampshire and is in the lowest quartile in England;
- TVBC nominated for award for their work with the NHS in the creation of the innovative Andover Health Hub;
- TVBC continue to successfully prosecute fly tippers with the latest conviction being in response to a fly-tipping incident on Watery Lane in June 2025 with the guilty party being overed to pay £1436 in fines & costs;
- Anyone who wishes to continue to vote by post who have not re-registered are reminded to do so asap;
- TVBC Community Resilience Forum will take place on 27 March in Romsey. Councillors invited to attend;
- Food waste collections continue to work well with around 75 tonnes of food waste being collected weekly.

6. County Councillors Report & Update

The full HCC March update & further details/links can be found on both PC & HCC websites - main points:-

- HCC approved its budget for 2026/27 agreeing a 4.99% increase in their share of the council tax – this rise will help protect vital services for county's most vulnerable children and adults;
- Hampshire Youth Parliament launched its new term and set its priorities for 2026/27, including period poverty, crime and safety, cost of living and misogyny;
- HCC has published its first statutory Biodiversity Duty Report setting out in detail how the authority has conserved and enhanced biodiversity across Hampshire between January 2023 and December 2025;
- HCC's Director of Public Health has published a report highlighting the harms from alcohol and the support available across the county;
- HCC Councillors emails continue to be inundated with reports of potholes –whilst this is an ongoing national issue, everyone is encouraged to continue reporting online.

7. Potential impact on Parish Council of loss of County Archaeologist position

This was discussed earlier in the meeting (see item 4) however Cllr Hydes repeated the view that the post provided a much-needed safety net and that he would be writing to Cllr Hasselman re how advice on future planning applications in the parish could be sought once this post and expertise has been removed. Cllr Hasselman reiterated that the Planning Officers at TVBC are confident that there will be the expertise required and that if there are any particular heritage concerns in respect of planning applications to please copy in herself and Cllr Flood to those enquiries. Cllr Hydes advised that he has also written to Caroline Noakes MP in this regard and is awaiting a full response. **ACTION – Cllr Hydes to provide update on responses at a future meeting.**

8. Planning Applications Received since last meeting

- 26/00259/FULLN – land at Sam Whites Hill, Upper Clatford – construction of a dwelling

  RB had circulated a draft response to councillors prior to the meeting. There have been a number of applications already refused on this plot of land and the Parish Council have objected to the last three of those applications. This latest application and the draft response was discussed and it was agreed to object to this current application with a focus on the heritage and design aspects. **ACTION – Clerk to send PC response to TVBC Planners prior to the response deadline of 13 March.**

- 26/00278/FULLN – Wressle Cottage, Foundry Road, Upper Clatford – demolition of 2 x timber sheds, construction of replacement shed and detached outbuilding

  Cllr Hydes has viewed the area concerned and does not see any issues or reasons to object to this application. Councillors all in agreement. **ACTION – Clerk to send PC response to TVBC Planners prior to the response deadline of 13 March.**

- 23/02038/CMAN – Orchard Hill Farm, office at Norman Court Lane, Upper Clatford – retrospective application for change of use of site to allow construction aggregate storage, recycling & sales, including provision of weigh bridge, storage bays & lighting columns

  Cllr Hydes had circulated a discussion document prior to the meeting. This application is due to be considered at the HCC Planning meeting on 18 March. Following discussion between councillors it was agreed to submit the Council's objection to this retrospective planning application as there are a number of questions that remain unanswered by the applicant, specifically around the access road and clarity around the number of vehicles accessing the site, the noise generation of the machinery used and the surface water run-off. It is also noted that there is no reference to the Neighbourhood Plan and the fact that they are operating in the protected Local Gap. **ACTION - Cllr Hydes to finalise response to HCC ahead of 18 March planning meeting.**

- 26/00378/FULLN – Construction & operation of a new below ground potable (treated) water transfer pipeline between Crab Wood Water Service Reservoir and Micheldever Road Water Service Reservoir

  TVBC Planners have advised that this application involves works that travel through at least six parishes, Upper Clatford being one of them – a small area at the northern tip of Dene Lane just south of the A303 in the far north eastern corner of the parish boundary. It was agreed that the Parish Council had no comments to make in respect of this application. **ACTION – Clerk to provide response to TVBC Planners prior to response deadline of 3 April.**

9. Applications for Tree Works Received since last meeting

There had been no new applications received for comment since the last Council meeting.

10. Clerk's Update

- Councillor Resignation – due to the resignation of Gerry Dawson on 27 February there is now another vacancy for a councillor. Electoral Services at TVBC have been informed and notices published on noticeboards and website advising parishioners that they have until 20 March to request for an election be called. If no election is called the PC will begin the process of co-option to fill the vacant post. **ACTION – Clerk to provide update at next meeting**

- 2025/26 Audit – Clerk requested agreement from the Council to approve cost of village hall hire for internal audit meeting (this will be split between 3 x councils that Clerk undertakes these services for who all have their audit on the same day in May) – cost to each council will be £10. Councillors agreed to this request.

- Agreement with Upper Clatford Youth Football Club re sports field/pavilion usage for 2026/27 – contract to be re-drafted for signature by both parties. **ACTION - Clerk to redraft and update future meeting**

11. Finance Update (incl bank reconciliation & formal approval of payments made)

Clerk/RFO had prepared and circulated the bank reconciliation ahead of the meeting and this had been checked and agreed against bank statements by Cllr Littlehales.

Bal as at 31 January 2026	£78164.20
Income from 1 to 28 February 2026	£219.37
Expenditure 1 to 28 February 2026	£1518.36
Cumulative Bal as at 28 February 2026	£76865.21

The following payments were previously circulated and formally approved (retrospectively):-

Date	Payee and Goods or Service	Cost
10 Feb 2026	Octopus Energy – utilities Chalk Pit	£15.96
10 Feb 2026	Amazon – tree ties for PC owned trees	£11.87
11 Feb 2026	Acrewood – monthly grounds maintenance	£683.60
17 Feb 2026	Lloyds Bank – account service charge per month	£4.25
19 Feb 2026	Octopus Energy – utilities – sports pavilion	£44.74

25 Feb 2026	King Edward VII Memorial Hall – NDP public mtgs village hall hire	£60.75
25 Feb 2026	Amport PC Charity – re BPA insurance contribution agreed Feb mtg	£8.57
27 Feb 2026	Clerk Salary payment – February	£685.72
2 Mar 2026	King Edward VII Memorial Hall – NDP public mtg village hall hire	£27.00
2 Mar 2026	Geoxphere Ltd – Parish online annual subscription	£120.00
4 Mar 2026	Amazon – IT equipment for NDP briefings	£27.98
4 Mar 2026	Spusu – PC mobile phone monthly contract	£2.90

12. Neighbourhood Development Plan (Review) Update

Cllr Eyre reported that the public events held on 6 & 7 March were well attended. TVBC representatives attended the sessions to explain the importance of completing the Housing Needs Survey – this will be printed next week and circulated during the first week of April for which volunteer distributors are requested. **ACTION – all councillors to provide names and contact details of people wishing to volunteer to Cllr Eyre.** The review itself is almost complete and this will use evidence from the Housing Needs Survey and questionnaires to finalise the plan. Banners are on display around the village and table has been booked at the May Fayre. The Chair thanked Cllr Eyre, Fiona Lewis and the project team for the tremendous amount of work undertaken to date.

13. Chalk Pit Project Update

Pre-planning submission response is due imminently. **ACTION – Cllr Bennett to update at future meeting.**

14. Grounds Maintenance Update

Cllr Littlehales reported that Acrewood continue to undertake grounds maintenance work to a high standard and there are no issues to report. An application for tree works is being submitted to TVBC on behalf of the Parish Council by Acrewood re some small pruning works that are required on parish council trees within the conservation area – these works will enable easier access by Acrewood's grass cutting team. Acrewood have diarised grass cut at Balksbury Park to fit in with the May Fayre on 4 May.

15. Parish Council Trees

Cllr Freemantle reported that two surveys had recently been undertaken, concentrating on areas where residents have raised concerns. Both have confirmed that there is no significant risks posed by any of the trees owned by the council. However, due to their extreme size and proximity to homes Cllr Freemantle is proposing the re-pollarding of the three huge lime trees in Brook Way. In order to satisfy the PC financial regulations 3-4 quotations will be sought but it is anticipated that this will cost around £4k. Residents have asked Cllr Littlehales to mention the trees in the Taskers Drive area of the parish and concerns re branches overhanging gardens etc. Cllr Freemantle, whilst acknowledging concerns and advising that residents have the right to cut back any overhanging branches, reiterated that both surveys had not highlighted any works being required on those particular trees at this time. However, he will maintain contact with residents in this regard. On a final note, both surveyors advised that as ash die back is so prevalent in the area they would recommend a review every couple of years.

Cllr Hydes had circulated plans for the planting of 8 x trees on the village green, suggesting that he would propose that these be native species. Cllr Bennett suggested ornamental trees rather than anything that is going to get too large. Councillors suggested that Cllr Hydes consult residents of the village green area in the first instance to gauge their views. **ACTION – Cllr Hydes to contact residents and report back to a future meeting at which point council can consider further.**

16. Play Parks/Playing Fields Update

Cllr Williams reported that she has checked all of the equipment and there are no issues to report at this time.

17. Play Park Proposal Update

Cllr Hawkins advised nothing to report at this time. Proposals for a new play park will be drawn up and discussed as part of the NDP Review.

18. Highways Update

Cllr Hydes had previously circulated the list of issues reported to HCC Highways and provided relevant updates. Bollard has been located and will be replaced. Some pot holes seem to have been filled, others are still progressing through the system.

19. Footpaths Update

Cllr Bennett reported that volunteers had recently cleared the footpath around the Ring and down into Anna Valley. There has been lots of ivy dumped near the village green and there were also some branches on the green and asked whether it might be possible to ask Acrewood to remove them when they are next cutting those areas. **ACTION - Cllr Littlehales to consult with Acrewood on this matter.**

20. Correspondence Received since previous meeting

The Clerk had not received any correspondence for discussion at this meeting.

21. Pillhill Pan Parish Forum (PPPF) Update

Cllr Heslop reported that the PPPF had received an update on the Little Ann Bridge rising main – this will be replaced but not along its current route. The new route will go from Dobbies garden centre car park along the main Andover to Salisbury road. Works are due to commence in July 2026 for around 16 weeks.

22. Co-Option of new Councillor

Clerk reported that there had been two applications received and councillors had sight of these applications prior to the meeting. Both applicants were present at the meeting and, as per the co-option policy, were invited to speak in support of their applications, following which a vote took place and Jane Kennedy was duly co-opted to join the council and was invited to her attend her first meeting as a councillor in April. The Declaration of Office was signed and witnessed by the Clerk. **ACTION – Clerk to advise TVBC of the co-option to the vacancy and arrange for Jane to complete the Register of Interests form which will then be sent to TVBC for their records.**