

UPPER CLATFORD PARISH COUNCIL
MINUTES OF THE MEETING
HELD ON WEDNESDAY 14TH DECEMBER 2022
AT 7.30 PM IN
THE KING EDWARD VII MEMORIAL HALL

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

Present	Parish Cllrs P Heslop (Chairman) R Bennett MVO (Deputy Chairman), C Eyre, H Folkart-Tapp, S Kennedy, A Lockhart, C Williams, TVBC Cllr M Flood and HCC Cllr D Drew. Minutes – C Emmett Clerk & RFO In Attendance: E Attwood (Clerk Designate)
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1.	Apologies for Absence Cllrs Coole, Shah and Wilson	
2.	To receive and accept declarations of interest None reported	
3.	Public Participation Nil	
4.	To approve the minutes from the Parish Council Meeting held on 9th November 2022 Proposed by Cllr Eyre, Seconded by Cllr Bennett. Agreed Chairman to sign as a true record.	
5.	<p>To receive the Clerk’s progress report since the last meeting held on 9th November 2022</p> <p>13 Jul 22</p> <p>10.4.1. Invoice UCYFC £350 for season 22/23. Complete</p> <p>12 Oct 22</p> <p>11.2. RB to discuss possible site for Coronation Tree with HCC Highways.</p> <p>17.3.2. Cllrs review SLA with UCYFC. Ongoing</p> <p>9 Nov 22</p> <p>10.1.2. Inspect BBPF in the absence of Cllr Wilson. Not required (Inspected by Cllr Wilson on 15 Nov 22 – All well)</p> <p style="padding-left: 20px;">1.1. 6.1.7. 22/02799/FULLN Submit No Objection. 11 Nov Complete</p> <p>9.6. Budget Meeting 30 Nov 22. Book the Village Hall. Complete</p> <p>9.6. Cllr funding aspirations FY23/24 to Clerk by 23 Nov 22. 1 x Submission received by due date. Complete</p> <p>10.4.1. Sports Field Track Patching . Instruct contractor. 10 Nov Complete</p> <p>11.3. Trees by Brook House. Arrange felling. Complete. Fence dilapidated</p> <p>12.2. Forward SID data to Cllrs. Complete</p> <p>13.1. Website signposting to NDP. CCE to see if it can be improved. Complete</p> <p>15.2. Cowdown Projects. Possible use of S 106 and CiL to be investigated. Complete copied to project Cllrs (CCE, RB, PH)</p> <p>16. Bonfire volunteers - a token of appreciation be given... Pending</p> <p>17. Cllrs to investigate Potential Allotment land availability. Pending</p> <p>18.3. Sports field costs and income for other parishes to Cllrs. Pending responses</p>	
6.	<p>Planning</p> <p>1. Review of Decisions, applications and responses since the last meeting</p> <p>1.1. 22/01978/FULLN 02-Aug-22 Pine Copse Red Rice Road. Erection of a single storey front extension and associated alterations PERMISSION subject to conditions & notes 28-Nov-22</p>	

	<p>1.2. 22/02436/FULLN 20-Sep-22 Copthall Place Foundry Road. Part demolition and re-build of dwelling with 1st floor extension and single storey side and rear extension PERMISSION subject to conditions & notes 02-Dec-22</p> <p>1.3. 22/02799/FULLN 27-Oct-22 Ash Grove Village Street Upper Clatford. Replace conservatory with single storey rear extension, erect front porch and install bifold doors to side elevation PERMISSION subject to conditions & notes 30-Nov-22</p> <p>1.4. 21/02343/FULLN Cricklade Coffee Shop. Highways, now no objection following a further amended site plan that restores 2-way access</p> <p>1.5. 21/03028/FULLN Conservation scheme. Groundwater interaction report submitted by agent claiming no unexpected findings. Noted that still no clarification regarding joining of footpaths.</p> <p>1.6. 22/01880/FULLN Curry Cottage, Red Rice. Demolition of two dwellings and the erection of one dwelling . Ongoing.</p> <p>2. TVBC Draft Infrastructure and Developer Contributions Supplementary Planning Document – Public Consultation (Closes 16 Dec 22) No need for input identified by Planning Committee.</p> <p>3. Red Rice Woodland Management Consultation The proposed active management of the woodland was a positive step. Farleigh School are aware and are liaising directly and will be asking about the duration and times for ‘thinning’ – in case it disrupts teaching and learning – but don’t anticipate it being a major problem. Clerk to reply that no concerns were expressed.</p> <p>4. Red Rice Woodland Management Consultation (Consultation until 31 Jan 23) – On agenda for Jan 23 should Planning Committee have any recommendations</p>	<p>Clk PI Ctee</p>
<p>7.</p>	<p>Borough Councillors Report</p> <p>1. Cllr Flood reported:</p> <p>1.1. TVBC Cost of Living Grant Scheme. This is still open.</p> <p>1.2. Elections. From May 23 photographic ID will be required at polling stations. Those members of the public who do not have any photographic ID such as a passport or photographic driving licence, would be able to apply to the Council for a free Voter Authority Certificate (VAC). Details are to follow from TVBC</p> <p>1.3. Winter Fuel Allowance Donation. Anyone wishing to donate some of their Winter Fuel Payment is asked to contact Unity on 03304 004 116, or visit www.unityonline.org.uk/winter-fuel-payment-donations. Test Valley Borough Council will also match fund the donations made. Citizens Advice will distribute the money to those above pensionable age in the area.</p> <p>1.4. Bury Hill Meadows Tree Planting.</p> <p>1.5. Father Christmas. Children may visit Father Christmas in the Chantry Centre.</p> <p>2. Cllr Eyre asked when Bury Hill Meadows would officially be open. Currently this is planned for Apr 23 but will depend on completion of the car park.</p> <p>3. Cllr Bennett reported that he had asked for a pedestrian access gate to be inserted at the northern point of the site towards the top of Red Rice Road.</p>	
<p>8.</p>	<p>County Councillors Report</p> <p>1. Cllr Drew had submitted a report which can be found on the village website at https://www.upperclatford.com/community/upper-clatford-15048/hcc-updates/ Subjects covered are:</p> <p>1.1. Boost for Greener Highway Maintenance.</p> <p>1.2. Free Activities and Food for Hampshire’s Most Vulnerable Children.</p> <p>1.3. Millions More Spent on Help for Vulnerable Households</p> <p>1.4. Nearly 100,000 of Hampshire’s Historic Records Now on Ancestry. Free access in Hampshire’s libraries and record office.</p>	

	<p>1.5. Council Leaders Rally to Press for Urgent Government Action on Looming Financial Crisis.</p> <p>1.6. Grit Bins. Residents are encouraged to check and report any bins that need re-filling to HCC. See https://www.hants.gov.uk/transport/roadmaintenance/severeweather/salting/</p> <p>2. Refugees. Cllr Heslop asked if the recent governmental policy to move away from using hotels for refugees might resurrect the idea of using Barton Stacey camp. Cllr Drew responded that he was not aware of it being back on the agenda.</p> <p>The Chairman thanked Cllrs Flood and Drew who then left the meeting.</p>																																																										
9.	<p>To approve the minutes from the Extraordinary Parish Council Meeting held on 30th November 2022 Proposed by Cllr Bennett, seconded by Cllr Eyre. Agreed by all less Cllr Folkard-Tapp who abstained having not attended the meeting</p>																																																										
10.	<p>Finance</p> <p>1. To receive and approve the Financial Statement 1st November 2022 – 30th November 2022 Agreed by all. Cllr Williams was requested to sign confirming the agreement.</p> <p>2. Payments made since the last meeting</p> <table border="0"> <tr> <td>PV53</td> <td>H Folkard-Tapp (Travel)</td> <td>£30.00</td> </tr> <tr> <td>PV54</td> <td>Waverly Energy (EPC C Pit)</td> <td>£390.00</td> </tr> <tr> <td>PV55</td> <td>C Emmett (Sal & Exp Sep-Oct)</td> <td>£492.31</td> </tr> <tr> <td>PV56</td> <td>HMRC (PAYE)</td> <td>£120.60</td> </tr> <tr> <td>PV57</td> <td>B Gas (Pav)</td> <td>£18.22</td> </tr> <tr> <td>PV58</td> <td>SSE (Pav Utility)</td> <td>£20.54</td> </tr> <tr> <td>PV59</td> <td>Mircrosoft (365 Sub)</td> <td>59.99</td> </tr> <tr> <td>PV60</td> <td>TVBC (GM - Dec 22)</td> <td>£864.50</td> </tr> <tr> <td>PV61</td> <td>HCC (St Lighting)</td> <td>£1,212.48</td> </tr> <tr> <td>PV62</td> <td>Dobbies (Bark & Compost P Jubilee Tree)</td> <td>£11.98</td> </tr> <tr> <td>PV66</td> <td>Viking/Office Depot (File Archive Boxes)</td> <td>£25.68</td> </tr> </table> <p>3. To approve payments to be made</p> <table border="0"> <tr> <td>PV 63</td> <td>Andover Rubber Stamp (Plaque)</td> <td>Card</td> <td>£258.00</td> </tr> <tr> <td>PV64</td> <td>Landford Trees Ltd (P Jubilee tree)</td> <td>BACs</td> <td>£104.48</td> </tr> <tr> <td>PV65</td> <td>H Folkard-Tapp (Travel)</td> <td>BACs</td> <td>£23.65</td> </tr> <tr> <td>PV67</td> <td>C Emmett (Salary, Exp, O'time)</td> <td>2268</td> <td>£617.61</td> </tr> <tr> <td>PV68</td> <td>HMRC (PAYE)</td> <td>2269</td> <td>£151.99</td> </tr> <tr> <td>PV69</td> <td>OneTwoTree (Fell 3)</td> <td>Bacs</td> <td>£1,000.00</td> </tr> </table> <p>Agreed</p> <p>4. Solar Farm – Community Benefit Cllr Heslop stated he was awaiting a response from Cowdown Renewables Ltd who had indicated a willingness to make good will payments towards worthy projects.</p> <p>5. Chalk Pit Lease A new 5-year lease at a better rate, linked to RPI has been agreed by email between ANT and Stratfords Commercial. Stratfords are liaising with Parker Bullen solicitors regarding a Tenancy-at-Will to cover the period from 30 Nov 22 until new full lease is signed. The Parish Council will need to inspect the property in 6 months to ensure conditional terms have been met.</p> <p>6. Budget Meeting FY 23/24</p> <p>6.1. Revised Audit Costs – New External Auditors have now been appointed and the Parish budget now crosses a fee threshold. Budget figures proposed at the last meeting need to be amended from £500 to £650 (EA £378 incl VAT, £250 no VAT). Agreed. See Annex A</p>	PV53	H Folkard-Tapp (Travel)	£30.00	PV54	Waverly Energy (EPC C Pit)	£390.00	PV55	C Emmett (Sal & Exp Sep-Oct)	£492.31	PV56	HMRC (PAYE)	£120.60	PV57	B Gas (Pav)	£18.22	PV58	SSE (Pav Utility)	£20.54	PV59	Mircrosoft (365 Sub)	59.99	PV60	TVBC (GM - Dec 22)	£864.50	PV61	HCC (St Lighting)	£1,212.48	PV62	Dobbies (Bark & Compost P Jubilee Tree)	£11.98	PV66	Viking/Office Depot (File Archive Boxes)	£25.68	PV 63	Andover Rubber Stamp (Plaque)	Card	£258.00	PV64	Landford Trees Ltd (P Jubilee tree)	BACs	£104.48	PV65	H Folkard-Tapp (Travel)	BACs	£23.65	PV67	C Emmett (Salary, Exp, O'time)	2268	£617.61	PV68	HMRC (PAYE)	2269	£151.99	PV69	OneTwoTree (Fell 3)	Bacs	£1,000.00	<p>Clk</p>
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11.	<p>Playing Fields</p> <ol style="list-style-type: none"> 1. To report the Monthly Monitoring of the Play Park Equipment Cllrs Wilson and Williams stated that they would be inspecting play equipments in the following week once the cold snap is over. The Chairman asked that they report findings to the Clerk. 2. Coronation Field (Anna Valley Playing Field) The Platinum Jubilee tree has now been planted and staked. 3. Balksbury Bridge Playing Fields Nothing reported. 4. Sports Field <ol style="list-style-type: none"> 4.1. Future Use and Charges. Concerns had been expressed that this facility is hardly used by parishioners and maintenance costs are all borne by the Parish Council. To be discussed at Item 18. 4.2. Track. Grants have been received and Rob's Paving has been instructed. Work will be during weekdays at dates tbc in Jan 23. 4.3. Grounds Maintenance Quote. Received from TVBC and applies (only) 5% inflation factor. Grass cutting currently starts in April. This period should be covered by UCYFC under the existing SLA. TVBC has been asked to assess cost implication. It was agreed that the overlap should not be included. 	<p>AW CW</p> <p>Clk</p>
12.	<p>Trees and Open Space</p> <ol style="list-style-type: none"> 1. Fence by Brook House. Removal of trees has exposed the poor state of the fence between the 'Inset' and Brook House. The ownership of the fence is not clear to the Clerk or the resident Brook House. It was felt it should be removed but need not be replaced. Clerk to liaise. 2. Trees at Valley Mead Green / 7 Taskers Drive. Cllr Bennett reported that he had inspected trees in this area following a request from a parishioner. He recommended that a quote be obtained for work to crown raise one tree so that the branches in the area of the roof are removed and a second tree have the lower branches trimmed back above their patio. Cost sharing would then be discussed for cosmetic work over the patio. 	<p>Clk</p> <p>Clk RB</p>
13.	<p>Footpaths Highways Pillhill Brook & Bins</p> <ol style="list-style-type: none"> 1. Long Bridge Parapet. No action has yet been taken to repair the parapet reported on 21 Jul 22 by Cllr Heslop. It has been resubmitted under Track IT number is 21633897 2. Village Street Bollards. No action has yet been taken by HCC in response to correspondence from Cllr Heslop. Incident number 21625014, 3. Red Rice Road. There was discussion about the erosion at the side of Red Rice Road. Cllr Bennett agreed to check the HCC website. 	<p>RB</p>
14.	<p>External Committees and Events</p> <ol style="list-style-type: none"> 1. Report on Changes to the Website Numerous News and Events items posted by Cllr Eyre and the Clerk including seasonal events, Starting School in Sep 23 etc. See website https://www.upperclatford.com/community/upper-clatford-15048/news/ 2. Report on upcoming events at the Village Hall Cllr Kennedy reported that films have been booked for the first three months of 2023. 3. Councillors to Report on other meetings Nothing reported. 	
15.	<ol style="list-style-type: none"> 3. Correspondence and E mails 4. 8 Nov. Parker Bullen (GBT). RE: Old Chalk Pit Lease - Anna Valley – fee. 5. 8 Nov. Parishioner (CB). Use of football field 20 Nov. Passed to DC for liaison with UCYFC. Agreed. 6. 9 Nov. Defib Manager. Defib software updated and now back at Village Hall. 7. 10 Nov. UCYFC (SH). List of Dates and Times for Sports field and Pavilion Use 8. 10 Nov. Robert Byrne. Re: Upper Clatford Sports Field Track – Acceptance of work. 9. 22 Nov. UCPC (DC). UCYFC Future Use of Sports field and Pavilion. Potential fee enquiry. 10. 24 Nov. Wessexwoodland (via website). Woodland management proposals for woodland at Red Rice. 11. 25 Nov. Waverly Energy. EPC Certificate Old Chalk Pit 	

	<p>12. 25 Nov. Stratfords (NH-H). RE: FW: The Old Chalk Pit, Anna Valley - Lease options with ANT</p> <p>13. 25 Nov. Hants FA. Grounds & Maintenance Forum 2023 at Stoneham Lane Football Complex</p> <p>14. 25 Nov. TVBC (PL). GM and Bins Contracts Increases.</p> <p>15. 29 Nov. UCYFC(SH). UCYFC Future Use of Sports field and Pavilion. UCYFC proposal. Copied by DC to all Cllrs on 30 Nov.</p> <p>16. 5 Dec. S Water. Southern Water Stakeholder Newsletter and Cost of Living Media Release</p> <p>17. 5 Dec. PCC Hants. New Chief Constable announced - Scott Chilton</p> <p>18. 5 Dec. Statfords(NH-H). The Old Chalk Pit, Anna Valley.</p> <p>19. 5 Dec. TVBC (CO). Bidding for CIL funding</p> <p>20. 8 Dec. TVAPTC. Minutes from 24 November 2022. Copies to Cllrs.</p> <p>21. 8 Dec. HCC. Admissions to School – September 2023. On website</p> <p>22. 8 Dec. Lloyds Business Bank. Mandate. Replied by secure mail on 12 Dec</p> <p>23. 9 Dec. TVBC. Cost of Living Support Information. On website</p> <p>24. 9 Dec. TVBC. Bury Hill Update. Potential bat site and dog training areas inspected.</p> <p>25. 12 Dec 22. SS. May Fayre use of BBPF on Mon 1 May 23</p>	
16.	<p>Projects & Parish Plan</p> <p>1. Gates and Path at Sports Field. Cllr Bennett amplified on his proposal below Proposal: To install pedestrian gates at either end of the Playing Field to offer a safe off-road route for walkers. No decision was reached at this meeting, pending further investigation into rights of way and Permitted Footpaths.</p> <p>2. Taskers Monument Refurbishment. (Afternote: Mr P Tapp has volunteered to refurbish the sign and brickwork). Grant funding has been received from the May Fayre.</p>	RB
17.	<p>Confidential Items</p> <p>1. Sports Field Use. Following discussions it was agreed:</p> <p>1.1. To engage in Community Consultation during 2023 to determine parishioners' preferred use of the Sports Field and Pavilion. The Working Group should be representative of all villages within the parish.</p> <p>1.2. To offer UCYFC a one-season extension for a fee of £2000. No maintenance or repair work is to be carried out or funded by UCPC during this period. UCYFC is to fund all other charges arising from their use of the field or pavilion during this period. This is to be non-negotiable.</p>	
18.	<p>Councillors to request any items to be included within the agenda for the Parish Council Meeting to be held on 11th January 2023</p> <p>1. Final agreement of Precept 2023/24</p>	

The Meeting Closed at 9.10pm

Expenditure	14 Dec PC Figs
Office Expenses	£1,246.00
Clerk Salary	£7,644.00
Training	£350.00
Councillor Expense/Chairman's Fund	£350.00
Legal Fees	£2,000.00
Insurance	£1,326.00
Audit Charges	£650.00
Section 137	£150.00
Grounds Maintenance	£9,600.00
Footpaths	£100.00
Tree Maintenance	£5,000.00
Dog Bins	£1,727.00
Street Lighting	£4,000.00
Pavilion(running costs)	£1,500.00
Sports Field (GM)	£1,756.00
BBPF and AVPF	£500.00
Subscriptions	£765.00
Events (Jubilee/Coronation)	£500.00
Projects	£1,250.00
Website	£40.00
Pavilion (Essential Maint)	£1,500.00
Reserves Funding	£10,000.00
TOTAL	£51,804.00
Income	
Precept (See Below)	£0.00
Bank Interest	£15.00
Ant Structures Rent (Contract Rate)	£15,000.00
Grants (Require matched funding)	£1,750.00
Jubilee Profit (BBPF)	£0.00
Website Sponsorship	£0.00
Pav. Running Cost Contributions	
Section 106 Contributions	
VAT Repayment	£3,500.00
Miscellaneous Income	
Transfer from Reserve	
Transfer from Earmarks	
Village Hall (Grass)	£220.00
<i>Covid-19 Grant (Apr 20)</i>	
Sub Total	£20,485.00
Precept Needed	£31,319.00
Income Grand Total	£51,804.00