

UPPER CLATFORD PARISH COUNCIL

Members are summoned to attend the COUNCIL MEETING of Upper Clatford Parish
Council on Wednesday 3rd September 2025

At 7.00pm in the King Edward VII Memorial Hall

Members of the press and public are welcome to attend.

UCPC Council Members

Cllr Peter Heslop, Chair, (PH) Chair
Cllr Richard Bennett (RB) Deputy Chair
Cllr Gerry Dawson (GD)
Cllr Charles Eyre (CE) (Apologies)
Cllr Nigel Freemantle (NF)
Cllr Robert Hawkins (RHk)
Cllr Richard Hydes (RH)
Cllr Patrick Littlehales (PL)
Cllr Cynthia Williams (CW)
Karin Bennett (Clerk and RFO)

TVBC & HCC

Cllr Maureen Flood TVBC (MF)
Cllr Susanne Hasselmann TVBC (SH)
Cllr David Drew HCC (DD)

AGENDA SEPTEMBER

	Item	Cllr	Time
1	Chair, welcome, apologies for absence	PH	5 mins
2	Public Participation <i>Each member of the public is entitled to speak once only in respect of business itemised on the agenda and shall not speak for more than 3 minutes as per the Standing Orders of the Parish Council. This item will be limited to 15 minutes.</i>	PH	15 mins
3	Borough Councillors Report - circulated separately	MF/ SH	10 mins
4	County Councillors Report	DD	10 mins
5	5.1 To approve the minutes from the Parish Council Meeting held on 9th July. 5.2 Updates on actions from July minutes see grid at end of agenda.	PH	
6	Clerk's Update (Annex A) 6.1 – Approval of new policy and governance documents – see Clerks Update for more details: Code of Conduct - revised Dignity at Work Policy - new Disciplinary Policy - revised Grievance Policy - revised Complaints Procedure - new Gifts and Hospitality - new Councillor -Officer Protocol – new IT Policy – new	KB	10 mins
7	Planning Applications: 7.1 Agree proposed response to TVBC draft local plan 7.2 -Planning Applications: 25/01950/TREEN PROPOSAL: G1 - Conifer and Laurel - Reduce conifers in height by up to 2m maintaining pyramidal/conical form, reduce laurel by up to 1.5m maintaining rounded form, and cut back all overhanging branches to boundary LOCATION: 6 And 7 Bury Hill Farm, Upper Clatford 25/01900/TREEN	RH NF NF	20 mins

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	<p>PROPOSAL: (G1) A line of Conifer and Laurel running along rear side boundary - Reduce conifers in height by up to 2m maintaining a pyramidal/ conical form, Reduce Laurel by up to 1.5m maintaining a rounded form with all branches overhanging into garden of number 6 cut back to boundary</p> <p>LOCATION: 8 Bury Hill Farm, Upper Clatford,</p> <p>25/01781/CLPN</p> <p>PROPOSAL: Application for a lawful development certificate for proposed loft conversion and installation of roof windows</p> <p>SITE: Eden Therapy Centre Ltd, Unit 2, Balksbury Industrial Estate</p>	RH	
	<p>25/01681/FULLN</p> <p>PROPOSAL: Replacement windows</p> <p>SITE: 2 Sunnyside, Upper Clatford</p>	RH	
	<p>25/01621/FULLN</p> <p>PROPOSAL: Installation of 3 outdoor padel courts with floodlighting</p> <p>SITE: Andover Lawn Tennis Club, Era Park, Balksbury Hill, Upper Clatford</p>	RH	
8	<p>Finance</p> <p>8.1 The financial statements for July, August (Annex B)</p> <p>8.2 Confirmation of General Reserve savings ac – now in Lloyds Bank 95 Day notice ac. NB. Action from July meeting</p> <p>8.3 Proposal from CE and RB to seek higher interest for some of the Chalk Pit funding – to be agreed.</p> <p>8.4 - Progress against budget and discussion on possible use of some reserve funding for playpark proposal - to be agreed</p> <p>8.5 – Agreement to Clerk's annual hourly rate increase following publication of new pay rates</p>	KB	15 mins
9	<p>Playing Fields (equipment and grounds maintenance):</p> <p>9.1 – Play parks - update</p> <p>9.2 – Actions carried over from June to July meeting – see grid</p> <p>- Anna Valley park fix climbing frame wooden border – Cllr RB</p> <p>- Balksbury Bridge park, fix picnic bench slats and replace river warning signs</p> <p>9.2 - Pavillion and Sports Field - update</p> <p>9.3 – Grounds Maintenance - update</p> <p>a) Update on hedge cutting of Balksbury Bridge park - action from June and July meeting – see actions grid</p>	<p>CW</p> <p>RHk</p> <p>PL</p>	5 mins
10	Play Park Proposal - update. See actions grid	RHk/RH	10 mins
11	Highways - update on action from July meeting – see grid	RH	5 mins
12	<p>Trees - update</p> <p>12.1 (Following) request from resident of Brook Way for work on lime trees bordering property - see actions grid</p>	NF	5 mins
13	Footpaths - update	RB	
14	Chalk Pit Update –	RB	10 mins
	Councillors to request any items to be included within the agenda for the next Parish Council Meeting on Wednesday 8th October 2025.		

Please note – the meeting will close no later than 9.30pm to enable vacation of the hall by 9.45pm.

Actions Grid

Ser	Date	Action	Update
1	July	Clerk to send letter to resident regarding shooting noise	Sent and response re'cd
2	..	RH to seek HCC road assessment junction of Foundry Rd and Bawksbury Bridge.	
3		PL - hedge to be cut Bawksbury Bridge to aid visibility for drivers at junction	
4	..	Clerk to purchase new batteries for speed monitor	Completed
5	..	Clerk to seek higher interest savings ac for General Reserve	Completed
6	..	RB to fix wooden border of Anna Valley Park climbing frame	
7	..	PL to advise what is needed to fix park bench in Bawksbury Park and purchase new signage for river.	
8	..	Clerk to send letter of thanks for soil donated	Completed
9	..	RH to provide update on all funding opportunities for new playpark	
10	..	NF to advise actions needed to be taken by council following on from review of tree report	
11	..	Clrs to advise clerk of any interdependency between Chalk Pit electricity supply and nearby housing in prep for cutting of supply to facilitate new meter installation	
12	..	PL to purchase new warning signage for Chalk Pit	
13	..	Clerk to seek clarification on powers of council to develop business units	Update to be provided in meeting
14	..	RHk to find out cost of purchasing remembrance items from RBL and present proposal for siting them.	