

UPPER CLATFORD PARISH COUNCIL

Members are summoned to attend a meeting of Upper Clatford Parish Council on
Wednesday 8th January 2025
At 7.30pm 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)
Cllr Richard Bennett (RB)
Cllr Gerry Dawson (GD)
Cllr Liz Dawson (LD)
Cllr Charles Eyre (CE)
Cllr Nigel Freemantle (NF)
Cllr Robert Hawkins (RHk)
Cllr Richard Hydes (RH)
Cllr Patrick Littlehales (PL)
Cllr Cynthia Williams (CW)

TVBC & HCC

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

AGENDA

	Item	Cllr	Time
1	Chairmans welcome with any apologies for absence	PH	
2	Declarations of interests and requests for dispensation re items on the agenda	PH	2 mins
3	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 min
4	Borough Councillors Report	MF, SH	10 mins
5	County Councillors Report	DD	10 mins
6	To approve the minutes from the Parish Council Meeting held on 11 Dec 2024	PH	2 mins
7	Clerk's Update (Annex A)	KB	5 mins
9	Planning Applications-: APPLICATION NUMBER: 24/02892/FULLN. Taskers Drive, Anna Valley, Andover, Hampshire. Response sent - no objection	RH	2 mins
10	Finance 10.1 Approval of the Financial Statement for December (ANNEX B) 10.2 Discussion and approval of proposed budget FY25/26 and precept requirement 2025/26	KB	60 mins
11	Councillors to request any items to be included within the agenda for the next Parish Council Meeting to be held on Wednesday 13 February 2025	PH	

Signed electronically

Karin Bennett, Clerk to the Council

03 January 2025

ANNEX A

Clerks Update December:

- **HALC Training** has been requested and booked for Clerk, and three councillors for January, Feb 25.
- **Pension contributions** for clerk have still to be resolved, councillors should note this amount has not therefore been factored into forecast payments – it is not likely to exceed £40 per month.
- Requirement for a **mobile phone** – this was agreed at a previous meeting in relation to the previous clerk. This clerk will proceed to purchase a low cost mobile phone contract c £11 per month from the **stationary budget**.
- Following comments - Clerk will purchase a ream of paper out of the **stationary** budget - should councillors need paper please ask.
- There have been teething problems with software on laptop, Clerk is working to remedy. The intent is to have more collaborative online working practice where documents will be shared online as per the budget document.
- Discussions re the **defibrillator** are moving towards the solution of retaining the existing machine and ensuring it is in working order with an agreement to ensure it is regularly checked with supporting record keeping. Subject to Clerk gaining an understanding of the risks and liability associated with this, this information together with a proposal will/ should be ready in time for the next meeting in February.
- There has been an offer to hold a generic **first aid course**. The village hall committee is keen to join forces for this as well. If any councillors are interested in attending please advise clerk. Clerk will look into this to see if it can be offered to all residents as well. Update Feb meeting.
- The requirement to appoint an **internal auditor** remains outstanding. Due to Christmas break this has been delayed, Clerk is aiming to resolve in time for the auditor to be formally appointed in February meeting.
- Proposal that the hours for the Clerk need increasing to **15 hours per week** – this is largely to cover the extra work generated by the Chalkpit with the proposal that these are reviewed.
- HCC have advised that should we wish to have a **lengthsmen scheme** our best option would be to join an existing scheme or cluster – they have suggested Stockbridge, Monxton or Broughton. Clerk is engaging with Stockbridge to gather more details before advising further. Expect more info by Feb.

ANNEX B

FINANCIAL STATEMENT – End of Dec 2024

Bank Accounts Overview

Account Name	Amount @ end Dec 24	Comments
Treasurers Ac	£7,851.47	
Instant Access	£20,968.39	(1%)
Fixed Term Deposit	£45,000	(3.01%) Matures 15/04/25

Treasurers Account as at end Dec 2024

		EXP	REC
02 Dec 24	Test Valley DD	£807.15	
03 Dec	HCC (Lighting)	£1050.80	
03 Dec	UCYFC Electric		73.72
04 Dec	Village Hall Grasscutting		£226
11 Dec	Geotech Refund		£2,466
16 Dec	Geotech Final Payment	£411	
19 Dec	UCYFC Water *		£34.45
19 Dec	UCYFC Electric		£75.05
19 Dec	UCYFC Water		£34.45
23 Dec	Village Hall Hire	£30.00	
23 Dec	Hugofox Website*	£143.86	
23 Dec	Geotech	£1800	
24 Dec	SSE Electricity DD	£66.71	
Total		4309.52	299.72

*double payment

Instant Access Ac

	EXP	REC
Interest	00.00	14.96

Summary December 2024

Total Receipts	£ 2924.63
Total Expenditure	£ 4309.52
Balance Remaining	£73,819.86

Forecast payments Jan 2025

Village Hall	11x £36	£396.00
Training Courses	x 2 @£48 + VAT	£115.20
TVBC Grounds Maintenance	807.15	£807.15
HugoFox DD		£143.86
Clerks Salary Nov, Dec Jan	2.5 months	£2088.35
SSE Electricity Pavillion		
SSE Electricity Chalkpit	Amount owing (TBC)	£ 227.26