

UPHAM PARISH COUNCIL

The Minutes of the Annual General Meeting of Upham Parish Council held on Monday 21st May, 2018 in Upham Village Hall at 7.30 p.m.

MEMBERS PRESENT: Cllr Armstrong (Chairman), Cllr Dunford and Cllr Dukes.

IN ATTENDANCE: Mrs A Collins (Clerk), District Councillor Ruffell and 1 parishioner.

Welcome to our recently re-elected District Councillor – DC Ruffell. Cllr Armstrong congratulated DC Ruffell on his recent re-election.

Election of Chairperson. Cllr Ashe was proposed by Cllr Armstrong and seconded by Cllr Dukes. Cllr Ashe was duly elected.

As Councillors were all willing to re-stand for a further year until their term of office ends it was proposed that positions remain the same. All Councillors were in agreement and the following were duly elected:

Election of Vice Chairperson. Cllr Armstrong.

Election of Village Hall Representative. Councillors agreed that no Hall representative was required.

Election of Recreation Ground Chairperson and 2 representatives. Cllr Dunford (Chairperson), along with Cllr Dukes and Cllr Ashe.

Agree specific responsibilities: **ADD Group representatives** – Cllr Ashe and Cllr LeMay
Highways responsibilities – Cllr Dukes and Cllr Flaherty
Budget responsibility – Cllr Armstrong

- 1. Apologies for Absence:** Apologies were received from Cllr Flaherty, Cllr LeMay, Cllr Ashe and CC Humby.
- 2. The Minutes of the Meeting held on Monday 23rd April, 2018 were agreed and signed as correct.**
- 3. Agree amendments to Standing Orders and GDPR Regulations:**

Councillors agreed to adopt the revised 2018 Model Standing Orders for Upham Parish Council.

Upham Parish Council Privacy Notice was agreed.

Upham Parish Council Data Protection Policy was agreed.

Upham Parish Council Retention of Documents and Records Policy was agreed.

Clerk said that we have been advised to have separate Parish Council e-mail addresses. Councillors were in agreement with this proposal and it was agreed that we would use a gmail account. Each Parish Councillor will be asked to set up an account and send it to the Clerk.

- 4. Declarations of Interests under the Code of Conduct.** Any amendments to the Declaration Forms. There were no amendments to be made.
- 5. Matters Arising:**
 - 5.1 Highways Report** – Cllr Dukes/Cllr Flaherty/Clerk. Cllr Dukes reported that there has been no date yet to infill the roadside edge outside of West Hall. Andy Shaw will be sent a plan of the Winchester Road, but we still need him to come out and visit. Some of the village signs are covered with vegetation so Cllr Dukes will ask Steve to clear them. The roadside edges in Sciviers Lane are being repaired. A new post has been placed at the end of Sciviers Lane where the bench is to be sited. It was agreed that Pat Waller, UPC and HCC should agree the siting of the bench. Clerk will inform Pat and HCC. Cllr Dukes said that the culvert has been working better and the water is flowing. The pot hole outside of Appletree Cottage in Upham Street still needs attention. This is an on-going problem so will be reported again. Clerk will inform CC Humby that this is getting a problem as we keep on reporting it.
 - 5.2 Trees at Upham Pond** – no update. Maintenance of Upham Pond – response from Freya Green. Freya has responded stating that she is happy to carry out maintenance work as and when required at the Pond. Councillors appreciate the work that she is doing and are happy for her to continue.

- 5.3 Update on WW1 commemorations – Cllr Dunford reported that research is being carried out to find out more about the residents who lived in Upham during 1918 and those who gave their lives during the War. Clerk said that there could be a Grant that she might be able to apply for – but it has to be for specific items and details would need to be given to the Clerk to make the application.
- 5.4 Road nameplates in Upham. Cllr Dukes reported that her and Cllr Flaherty are looking at roads/lanes which need to have a nameplate.
- 5.5 Update on Working Party for Slash Pond. Clerk said that Paul Swanwick and his team are having an ecological study prepared at the moment. UPC has agreed to pay the invoice for the cost involved.
- 5.6 Progress on broadband in Upham. Cllr Ashe was not at the Meeting to report.
- 5.7 Report on progress of ADD regarding EBC plans. There was no update available.
- 5.8 Tidying up of land behind the bus stop – Cllr Ashe was not at the Meeting to report.
- 5.9 Torbay Farm play area drainage – Report on Meeting held on 17.5.18. Cllr Ashe, Cllr LeMay, Cllr Dukes and the Clerk attended a Meeting with the Site Manager, Andy Kirkpatrick from Bargate and Darren Lewis from WCC (Drainage Engineer) to discuss the wet play area. After some discussion it was agreed that the play area had needed further work to drain the area. Andy said that a process had been carried out called terralift and this would drain the area. This work has now been done. However, Councillors agreed that we would need to wait for a year and see if this method had worked, or if we take over the play area we would need a legal agreement stating that if the area was still wet Bargate would take further action to drain the area. Upham Parish Council would not want to take on responsibility for a wet play area that was not fit for purpose all year round. Bargate agreed to do this. The entrance to the development was discussed and the fencing around the pond area. It was agreed that this might be a matter for the Management Company as they would have to pay for any future maintenance costs. Parish Councillors agreed that perhaps it might be a good idea for UPC to meet with the Management Committee once they have taken over so that we can explain our concerns. The area of land at the end of the play area which includes a ditch appears to be isolated and Bargate were not sure who the owner was. This will need to be clarified before we take over the play area.
- 5.10 Reinstatement of post box in Upham Street. There is no further news on this.
- 5.11 Updating of village website. There is no further update.
- 5.12 SDNP gateway signs. It was agreed that HCC Highways would be contacted first and then we can follow up with the SDNP.
- 5.13 Response from developer regarding invitation from UPC to discuss future development of The Woodman. Clerk read out the response from the developer. Councillors agreed that keeping The Woodman frontage and allowing a sensible development on the site was the way forward. It appears that interest has now lapsed for a village shop so if there is no interest then perhaps it is not worth pursuing. It is hoped that a Meeting can be arranged with the developer to see if The Woodman can be retained along with housing. Clerk will write to the developer.
- 5.14 Southern Parishes Meeting – 14.5.18. Report by Cllr Ashe/Cllr Dunford/Clerk. Cllr Dunford and the Clerk attended the Meeting and reported that the main discussions had been concerning community speedwatch, GDPR regulations, parish lengthsman/ACSO additional hours and the Parish Charter. Clerk will circulate the Parish Charter that was adopted in East Hants for any comments.
- 5.15 HCC Parish and Town Council Event – 16.5.18. Report by Cllr Ashe/Clerk. The Clerk attended the Event and reported that discussion took place in groups to discuss how HCC and Parish Councils could work together to help with social care and parish lengthsman duties.
6. **Public Participation items by invitation of the Chairman.** A resident was present at the Meeting and thanked Parish Councillors for nominating him and his wife for the Mayor of Winchester Award. They were surprised and had a lovely time at the event. He also said that Woodcote Lane has been cleared and is actually a highway.
7. **Neighbourhood Watch/Community Safety:**

7.1 Neighbourhood Watch Report. Cllr Dukes has been circulating any information she receives. The main area of concern was suspicious vehicles in the area. As Parish Councils do not get informed of some of the crimes in their area it would be helpful if any information could be sent to the Clerk or a Parish Councillor so that details can be circulated around the village if appropriate.

8. City and County Reports:

8.1 HCC – CC Humby. No Report available.

8.2 WCC – DC Ruffell and DC Thacker. DC Ruffell sent a Report via e-mail which is attached to these Minutes.

8.3 SDNP – DC Huxstep. No Report available.

9. Correspondence:

9.1 Letter of thanks from CAB for donation. This was noted.

9.2 Naming of new property on land at Victoria Villa. Clerk said that she has received notification from the resident that the property is now named The Lawns. This has been approved by WCC.

9.3 Road Traffic Order Proposals along Mortimers Lane, Fair Oak. This was noted.

9.4 Winchester District Gypsy, Traveller and Travelling Showpersons Development Plan Document. This was noted.

9.5 Update from HCC regarding Restricted Byway 26 reinstatement progress. HCC Rights of Way informed UPC that the Byway is still closed as it does need more reinstatement which will hopefully be carried out after September. It was also noted that this area is wet and does need some form of drainage work. Clerk will ask if this could be considered at the same time whilst the Byway is closed.

9.6 The SDNP Planning Authority are holding another Parish Workshop on 12th June in Petersfield. Cllr Armstrong was willing to attend if he is available. He will let the Clerk know.

9.7 Clerk reported that she has today received notification from SDNP that a CIL contribution has been put into UPC bank account for £7,560.

10. Planning:

10.1 PENDING:

10.1.1 (SDNP/17/03658/FUL). The Holt, Upham. Conversion of existing redundant agricultural building to a dwelling.

10.1.2 (SDNP/18/00315/PRE). Land adj. Tylers Copse, Upham Street, Upham. Proposal to develop the land with residential units and vehicular access provision.

10.1.3 (SDNP/18/01187/FUL). Westland House, Winchester Road, Upham. Change of use of existing garage and 1 no. bed and breakfast to form one 3-bed detached dwelling.

10.1.4 (SDNP/18/01075/FUL). Narnia, Upham Street, Upham. Change of use of one bedroom annex to one bedroom dwelling with associated curtilage. Retention of Narnia on reduced curtilage, creation of new vehicular access and erection of a double bay carport.

10.1.5 (SDNP/18/01509/HOUS). Stroudwood Cottage, Sciviers Lane, Upham. Proposed two storey side and rear extension and replacement of garage with new garage.

10.2 NEW:

- 10.2.1 (18/00837/FUL). Woolstreet Farm, Winchester Road, Upham. Extension to existing stable block to form 7 new stables. Councillors agreed that they have no comments to make apart from the stables must be used as stables and not for residential use.
- 10.2.2 Mr Gould from Meadow View asked to meet with Parish Councillors to show his plans for an amendment to his planning permission for two units. At the Meeting Cllr Dukes and the Clerk were informed that the shutter doors were not popular and Mr Gould was advised that a redesign for smaller business use would be a more popular option. Plans were shown to Councillors and they agreed that it would open up the market to more potential buyers. Councillors agreed that they had no objection to this amendment provided near neighbours have no objections. Clerk will inform Mr Gould.

10.3 DECISIONS:

- 10.3.1 (SDNP/18/00447/FUL). 1 Elm Crescent, Upham. Erection of one new dwelling (RESUBMISSION).
Refused.

11. Recreation and Amenities:

- 11.1 Pavilion changing room Grant. The £250 Grant has now been received and will be given to UFC to help with the costs towards the renovation work. Clerk reported that the stop on the end of the pitch-side barrier has now been installed.
- 11.2 Play Area painting and maintenance. Cllr Dunford to update. As far as she is aware no further work has been carried out. A check will be made and Steve will be contacted.
- 11.3 Wigwam repairs. Cllr Dukes reported that she has not covered the wigwams yet, but will do it with the help of Cllr Flaherty when she is back from holiday.
- 11.4 Pavilion Meeting – 19th June.

12. Upham Primary School: There was no Report available.

13. The Village Hall: Derek Pitter was present at the Meeting and reported that the garden area will be re-seeded and drained and the rooms inside the Hall will be decorated during the summer months.

14. Parish Magazine Report: Clerk will submit.

15. Finance:

15.1 Financial report for May, 2018 (circulated). This was noted.

16. Items for Future Consideration at next Meeting:

17. Dates of Future Meetings: Monday 25th June, 2018; Monday 23rd July, 2018; No August Meeting; Monday 24th September, 2018; Monday 22nd October, 2018; Monday 26th November, 2018; No December Meeting.

18. THERE BEING NO FURTHER BUSINESS THE CHAIRMAN DECLARED THE MEETING CLOSED AT 9.15 p.m.