

UPPER CLATFORD PARISH COUNCIL  
 MINUTES OF THE ANNUAL PARISH COUNCIL MEETING  
 HELD ON WEDNESDAY 8<sup>TH</sup> MAY 2024  
 AT 7.30 PM IN  
 THE KING EDWARD VII MEMORIAL HALL

Councillors	Clerk	TVBC + County Councillors	Others
P Heslop (Chairman) R Bennett ( Vice Chairman) R Hydes R Hawkins C Williams C Eyre P Littlehales L Dawson G Kemp	E Attwood	S Hasselmann M Flood D Drew	3

Pleas

1.	<b>Election of Chairman:</b> Cllr Heslop was re-elected as Chairman and signed the declaration of acceptance of Office.
2.	<b>Election of Vice Chairman:</b> Cllr Bennett was re-elected as Vice Chairman.
3.	<p><b>Election of Representatives.</b></p> <p><b>Finance:</b> Cllr Eyre</p> <p><b>Planning:</b> Cllr Hydes, Cllr Dawson, Cllr Kemp, Cllr Bennett</p> <p><b>Trees:</b> Cllr Kemp</p> <p><b>Highways and Street Lighting:</b> Cllr Hydes &amp; Cllr Hawkins</p> <p><b>Chalk Pit Working Group:</b> Cllrs Bennett, Littlehales, Hydes ,Heslop and Eyre. Gerry Dawson (Parishioner)</p> <p><b>Pavilion &amp; Sports Field:</b> Cllr Hawkins</p> <p><b>Play Areas:</b> Cllr Williams</p> <p><b>Pan Parish Forum:</b> Cllr Heslop</p> <p><b>Pillhill Brook Association:</b> Cllr Eyre and Cllr Dawson</p> <p><b>Footpaths &amp; Open Spaces:</b> Cllr Bennett</p>
4.	<b>Register of Pecuniary Interests:</b> Cllrs were reminded of the need to update if and when personal circumstances change. None were received.
5.	<b>Apologies for Absence:</b> Cllr Freemantle
6.	<b>To receive and accept declarations of interest:</b> None.
7.	<b>Public Participation:</b> - None
8.	<p><b>Borough Councillors Report</b> – See appendix A for full report.</p> <p>Councillor Flood reported that:</p> <ul style="list-style-type: none"> <li>• CIL information had been e mailed out with a link to TVBC website.</li> <li>• Cllr Flood will enquire about who placed the encampment posters put up around the Parish.</li> <li>• Cllr Heslop passed on his thanks to the ladies who manned the polling station.</li> </ul>
9.	<p><b>County Councillors Report-</b> Councillor Drews report See Appendix B</p> <ul style="list-style-type: none"> <li>• More pot holes are being repaired than reported.</li> </ul>

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10	<p><b>10.1 Finance</b> - To receive and approve the Financial Statement 1<sup>st</sup> April 2024 – 30<sup>th</sup> April 2024.          The Clerk had circulated financial statements prior to the meeting.</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2">Bank Reconciliation</td> </tr> <tr> <td>Business Account</td> <td style="text-align: right;">£48,905.01</td> </tr> <tr> <td>Treasurers Account</td> <td style="text-align: right;">£2,517.15</td> </tr> <tr> <td>Fixed term deposit</td> <td style="text-align: right;">£35,000.00</td> </tr> <tr> <td>Closing Balance as of 30 April 24</td> <td style="text-align: right;"><u>£86,422.16</u></td> </tr> </table> <p><b>Resolved:</b> That the financial statements between 1<sup>st</sup> April – 30<sup>th</sup> April were approved and signed by the Chairman.</p> <p><b>10.2 Payments for approval - April 2024</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr><td>British Gas</td><td style="text-align: right;">£123.83</td></tr> <tr><td>TVBC</td><td style="text-align: right;">£807.15</td></tr> <tr><td>Business Stream</td><td style="text-align: right;">£56.79</td></tr> <tr><td>HALC</td><td style="text-align: right;">£12.00</td></tr> <tr><td>E Attwood</td><td style="text-align: right;">£578.73</td></tr> <tr><td>HMRC - Clerks Salary</td><td style="text-align: right;">£49.60</td></tr> <tr><td>HALC</td><td style="text-align: right;">£530.00</td></tr> <tr><td>Ryan Tilley- Chalk Pit roof repairs</td><td style="text-align: right;">£500.00</td></tr> <tr><td>123 Reg - Domain</td><td style="text-align: right;">£21.59</td></tr> <tr><td>SSE</td><td style="text-align: right;">£17.77</td></tr> <tr><td>HCC - Street Lights</td><td style="text-align: right;">£1,209.71</td></tr> <tr><td>King Edward Hall</td><td style="text-align: right;">£30.00</td></tr> </table> <p><b>Payments for approval May 2024</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr><td>TVBC- Grounds Maintenance</td><td style="text-align: right;">£807.15</td></tr> <tr><td>David Smith Plumber</td><td style="text-align: right;">£185.00</td></tr> <tr><td>Nelson Recycling</td><td style="text-align: right;">£354.00</td></tr> <tr><td>Richard Bennett</td><td style="text-align: right;">£19.39</td></tr> <tr><td>One Two Tree</td><td style="text-align: right;">£1,140.00</td></tr> <tr><td>TVBC pre app advice</td><td style="text-align: right;">£144.00</td></tr> <tr><td>Paul Reynolds Internal Auditor</td><td style="text-align: right;">£265.00</td></tr> <tr><td>E Attwood</td><td style="text-align: right;">£578.73</td></tr> <tr><td>HMRC - Clerks Salary</td><td style="text-align: right;">£49.60</td></tr> <tr><td>Village Hall Hire</td><td style="text-align: right;">£30.00</td></tr> <tr><td>TVBC - Sports contract</td><td style="text-align: right;">£3,754.79</td></tr> </table> <p><b>Resolved:</b> Payments for April 2024 &amp; May 2024 were approved. The Clerk will write to the treasurer of the Village Hall and request an invoice for the year so payment can be made.</p> <p><b>10.3 Internal Audit</b> -No written comments just reminders that all invoices should be addressed in the name of the Parish Council otherwise VAT cannot be refunded. All credits should be addressed to UCPC and not arrive via a third party such as the PCC. All expenditure should be approved before the date on receipts. The Accounts for year ending 31<sup>st</sup> March 2024 were approved last month.</p> <p><b>10.4 Declaration of conflict of interest with BDO External Auditor -</b></p>	Bank Reconciliation		Business Account	£48,905.01	Treasurers Account	£2,517.15	Fixed term deposit	£35,000.00	Closing Balance as of 30 April 24	<u>£86,422.16</u>	British Gas	£123.83	TVBC	£807.15	Business Stream	£56.79	HALC	£12.00	E Attwood	£578.73	HMRC - Clerks Salary	£49.60	HALC	£530.00	Ryan Tilley- Chalk Pit roof repairs	£500.00	123 Reg - Domain	£21.59	SSE	£17.77	HCC - Street Lights	£1,209.71	King Edward Hall	£30.00	TVBC- Grounds Maintenance	£807.15	David Smith Plumber	£185.00	Nelson Recycling	£354.00	Richard Bennett	£19.39	One Two Tree	£1,140.00	TVBC pre app advice	£144.00	Paul Reynolds Internal Auditor	£265.00	E Attwood	£578.73	HMRC - Clerks Salary	£49.60	Village Hall Hire	£30.00	TVBC - Sports contract	£3,754.79
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	<p><b>Resolved:</b> Councillors confirmed that there was no conflict of interest, and the Chairman signed the form</p> <p><b>10.5 Approval to sign Section 1 of the Annual Governance Accounting Statement.</b>  <b>Section 1:</b> The Clerk reported that copies of the Annual Governance and Accountability Return had been sent to all members by e-mail. All Internal objectives were answered yes.  <b>Resolved: That Upper Clatford Parish Council agree that to the best of their knowledge and belief all Section 1 governance statements for the year ending 31<sup>st</sup> March 2024 are true.</b></p> <p><b>10.6 Approval to sign Section 2 of the Annual Governance Accounting Statement.</b>  The Clerk reported that copies of the Annual Governance and Accountability Return had been sent to all members by e-mail &amp; the statement was agreed by the Council.</p> <p><b>Resolved: That the Parish Council agree that to the best of their knowledge and belief all Section 2 accounting statements for the year ending 31<sup>st</sup> March 2024 are true.</b></p> <p><b>10.7 Advertisement of Notice of Public Rights of unaudited accounts</b>  The Clerk will place the notice on the website on Friday 31<sup>st</sup> May for the period 3<sup>rd</sup> June-12<sup>th</sup> July.</p> <p><b>10.8 Fix Term Deposit matures on 23<sup>rd</sup> April 2024</b>  <b>Resolved:</b> Approval for Clerk to invest £20,000 in a fix term deposit for six months.</p>
11	<p><b>To approve the minutes from the Parish Council Meeting held on 10<sup>th</sup> April 2024</b> Minutes were circulated prior to the meeting.  <b>Resolved:</b> That the minutes of the Council meeting of the Parish Council held on the 10<sup>th</sup> of April be confirmed and signed as a true record.</p>
12	<p>The Clerks report since the last meeting:</p> <ul style="list-style-type: none"> <li>• <b>Audit signed off by internal auditor.</b></li> <li>• <b>Dog warden contacted; he will undertake spot checks when in area.</b></li> <li>• <b>Awaiting signs by TVBC</b></li> <li>• <b>New Cllrs pecuniary interest forms lodged with TVBC.</b></li> <li>• <b>Awaiting relocation of dog bin foundry road</b></li> <li>• <b>VAT money from last year repaid.</b></li> <li>• <b>Application for removal of tree in conservation area and tree removed by contractor.</b></li> <li>• <b>Mains stop cock located by SWA.</b></li> <li>• <b>Internal stop cock replaced at Chalk Pit.</b></li> <li>• <b>Phone call from SWA replacement road stop cock and meter will be fitted soon.</b></li> <li>• <b>Fix term deposit rolled over for another six months.</b></li> <li>• <b>Phishing e mails reported to <a href="mailto:report@phishing.gov.uk">report@phishing.gov.uk</a>.</b></li> <li>• <b>Chalk pit postcode linked to Ant Structures - requests to both Post Office and ONS mapping to remove name of tenant. Informed search engines will catch up in due course.</b></li> </ul>
13	<p><b>Planning - Review of decisions, applications, and responses</b></p> <ul style="list-style-type: none"> <li>• 24/00970/TPON Curry Cottages tree husbandry</li> <li>• 24/01045/VARN Curry Cottages Variation of 24/00363/VARN – Cllrs felt that this was development by creep, there is no objection, but the size of the building is increasing.</li> <li>• .24/00959/Treen Crook &amp; Shears Tree work – No objection</li> </ul>

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	<ul style="list-style-type: none"> <li>• 24/00998/CPLN 44 Above Town single storey extension -No objection</li> </ul> <p><b><u>Previous applications</u></b></p> <ul style="list-style-type: none"> <li>• 23/03188/FULLN Farleigh School Stockbridge Road Red Rice Upper Clatford - Withdrawn</li> <li>• 24/00363/VARN Curry Cottages Stockbridge Red Rice No Objection – Permission</li> <li>• 24/00532/FULLN Cricklade Nurseries Foundry Road – No Objection - Refuse</li> <li>• HCC/2023/0211 Orchard Hill Farm TVBC No objection subject to National Highways and Lead local flood Authority, both of whom have sought additional information. No objection submitted with comments on 5 Sep 23. <b>No decision</b></li> </ul>
14	<p><b>Annual Governance Approval</b>  <b>Resolved</b> Cllr approved the Financial Regulations, Standing Orders: Risk Management Policy, and Chalk Pit Risk Assessment. Cllrs confirmed the meeting dates should continue to be second Wednesday of the month as per standing orders.</p>
15	<p><b>Playing Fields - To report the Monthly Monitoring of the Play Park Equipment</b></p> <p><b>12.1 Coronation Field Anna Valley Playing Field</b> – Cllr Williams inspected the park and found the equipment was in good working order. She reported that underneath the climbing frame was full of weeds and some fresh bark was required for the area but as the ROSPA report was due the PC would wait for their professional opinion.</p> <p><b>12.2 Balksbury Bridge Playing Field</b> – Cllr Williams reported that the play equipment was in good working order and that the algae was wearing away. The park had been left as a mud bath after the May Fayre as some deep groves had been left by vehicles which had been driven on the grass area. A local farmer will roll the ground and the cost will be met by the May Fayre Committee. Cllr Hyde will share with the committee that future use by the committee should include no future vehicles are allowed on the field and this should be added to the risk assessment.        Cllrs discussed reinstating the metal taskers fence panels. Cllr Bennett will get a quote from a metal smith. Cllr Bennett will also ask for some free hedging from HCC for the top along the park.</p> <p><b>12.3 Dog Fouling in Parks</b> – The Clerk shared some signs that TVBC had provided to be placed around the village.</p>
16	<p><b>Trees and Open Space.</b></p> <p><b>13.1 – Trees unregistered land causing flooding Watery Lane in River:</b> It has been reported that the trees are in the river along the footpath towards Rooksbury Mill could be contributing to the flooding along Watery Lane. Cllr Hydes has contacted the Environment Agency and arranged a site visit because the land is unregistered, and it is not known who is responsible for the management of the land. It is hoped the EA have funding to remove the trees that are causing the blockages.</p> <p><b>13.2 The Old Post Office.</b> – The Clerk will write to the owner and ask them to trim back their hedge.</p>

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	<p><b>13.3 Casita Highbury</b> - The Clerk will write to the owner and ask them to trim back their hedge.</p> <p><b>13.4 Trees along Foundry Road</b> – HCC have written to all land owners asking for tree maintenance to be carried out, but no real progress has been made yet.</p>
17	<p><b>Footpaths &amp; Highways</b></p> <p><b>14.1 Potholes</b> - Strip outside resident’s house needs repairing. It was suggested that it is reported to <a href="https://www.hants.gov.uk/report-a-pothole">Report a pothole   Hampshire County Council (hants.gov.uk)</a> or Fix my Street <a href="https://www.fixmystreet.com/">FixMyStreet</a>.</p> <p><b>14.2 Flooding.</b> J Wright Pan Parish Forum has arranged for Jonathan Bainbridge HCC to visit the flood areas on the 20<sup>th</sup> May</p> <p><b>14.3 Saxon Ville Court</b> – Concern was raised about damage to the bridge parapet, the PC are aware of the damage and happy to offer support to the resident to expedite progress .</p>
18	<p><b>Pavilion &amp; Sports Field</b></p> <p>15.1 Cllr Hawkins reported that he spoke with Steve Hardstaff (who has postponed attendance at Mays meeting until June)</p> <p><b>15.2 Driveway outside Pavilion.</b> Cllr Hawkins will seek a quote for hardcore at Rock Recycling for some hardcore.</p>
19	<p><b>Environment</b></p> <p><b>16.1 Pillhill Brook Association</b> – A representative Janet Wright from Pan Parish Forum was present, and she was encouraging all riparian owners to join the Pillhill Brook Association.  <b>Resolved:</b> It was approved that Cllr Eyre will represent Upper Clatford Parish Council.</p> <p><b>16.2 SWA</b> have contractors cleaning the silt at a field just past playpark over the bridge. Daily water samples are taken from the Pillhill Brook. This is as a result of the burst rising main behind St Vincents. Cllr Heslop has submitted an environmental impact request for the sewage discharge and should have the results in six weeks. SWA will only pay minor costs to the Watercress beds although the estimated costs are £700,000 for damage caused by the burst pipe.</p>
20	<p><b>External Committee and Events</b> – Nothing to report.</p> <ul style="list-style-type: none"> <li>• Cllr Dawson is interested in attending the TVAPC meeting on the 23<sup>rd</sup> of May at King Somborne.</li> </ul>
21	<p><b>Correspondence received for discussion</b> – E mail from Parishioner Bury Hill Close requesting trees are cut back as they are blocking light. The clerk has referred them to the tree policy.</p>
22	<p><b>Chalk Pit</b> – It was decided that as all the information is freely available on the website and the Parish Council are currently consulting Parishioners the public will no longer be excluded from meetings.</p> <ul style="list-style-type: none"> <li>• Straffords are still pursuing dilapidations with ANT Structures with professional fees to be paid by ANT. To date only a donation towards site clearance has been made.</li> <li>• Cllrs confirmed that the Chalk Pit is fully boarded up to comply with the Insurance company’s specification.</li> <li>• The Clerk advised that a structural report of the Chalk Pit was recommended. Cllrs confirmed this has been discussed to be considered at a later date.</li> <li>• Cllr Littlehales will complete a weekly health and safety tracking form to comply with insurance.</li> </ul>

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	<ul style="list-style-type: none"> <li>• Fencing which will be stored from Sat 25th May for six weeks in the Chalk Pit building.</li> <li>• The hinges were cut off the door of the ancillary building to gain access without permission. The culprit admitted responsibility but refused to replace the hinge. This is now in the hands of the police.</li> </ul> <p style="text-align: center;"><b><u>Parish Engagement</u></b></p> <ul style="list-style-type: none"> <li>• An open viewing will be arranged for Parishioners.</li> <li>• The Chairman has written to Caroline Nokes who will have site visit on 13<sup>th</sup> May with the Chairman.</li> <li>• Kit Malthouse will support when submitting bids.</li> <li>• Parish survey results shared to date.</li> <li>• Extra banner to be put on railings in Anna Valley to encourage participation in survey.</li> <li>• Cllrs agreed to canvas house holders to complete consultation of what the PC need to do with the Chalk Pit.</li> <li>• Information posted on Website about the Chalk Pit and survey.</li> </ul> <p style="text-align: center;"><b><u>Develop Option</u></b></p> <ul style="list-style-type: none"> <li>• A builder's company has been approached for a rough costing, so the PC knows how much funding is required for redevelopment.</li> <li>• A preapplication has been submitted to TVBC costing £144.00.</li> <li>• Cllr Hyde is investigating funding through Community Ownership Fund, CIL through TVBC and Rural England.</li> </ul> <p style="text-align: center;"><b><u>Funding</u></b></p> <ul style="list-style-type: none"> <li>• Managing director Cowdown has been approached for funding.</li> <li>• Cllr Eyre will start a conversation with Equitix for prospective a funding application.</li> <li>• Details of CIL funding circulated.</li> </ul> <p style="text-align: center;"><b><u>Sustain&amp; Clear</u></b></p> <ul style="list-style-type: none"> <li>• Oil tank emptied.</li> <li>• Roof repaired by R Tilley</li> <li>• Stop cock repaired by plumber.</li> <li>• Chalkpit tidy day was on 27<sup>th</sup> April.</li> </ul> <p style="text-align: center;"><b><u>Sell Option</u></b></p> <ul style="list-style-type: none"> <li>• Has been discussed and considered, two agents have valued.</li> </ul> <p style="text-align: center;"><b><u>Resolved: Cllrs approved the following expenditure.</u></b></p> <ul style="list-style-type: none"> <li>• £200 pound to empty the cess pit.</li> <li>• £200 to get a surveyor's report on the condition of the septic tank.</li> <li>• £35 for second banner for public consultation</li> <li>• £10 Cost of padlock for ancillary building.</li> </ul>
23	<p><b>For next month's meeting:</b></p> <ul style="list-style-type: none"> <li>• <b>Defibrillator to discuss.</b></li> </ul>
24	<p>The next Parish Council meeting is to be held in the Village Hall <b>on Wednesday 12<sup>th</sup> June 2024</b> at 7.30pm.</p>

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**Appendix A Borough Councillor Hasselmann and Floods Reports**

**Landlords Forum 2024**

Test Valley Borough Council is hosting a free forum for local private landlords and letting agents on Monday 10 June from 5.30pm to 8pm at the Council offices at Beech Hurst, Weyhill Road, Andover. This is an opportunity for anyone involved in letting property to come and learn about their responsibilities as landlords and meet council departments and other supporting organisations that can answer questions and help you to navigate any issues that may occur. There is also the opportunity to network with other local landlords. Organisations attending include Citizens Advice, the Yellow Brick Road charity, NRLA (National Residential Landlords Association), and Home Office Immigration. A range of Test Valley Borough Council services will also be represented, including Housing Options, Private Sector Housing, Waste and Recycling, Environmental Health, Revenues and Community Safety. Please see the link for more information:

[https://www.testvalley.gov.uk/housingandenvironmentalhealth/housing/landlords-forum2024?utm\\_medium=email&utm\\_name=&utm\\_source=govdelivery](https://www.testvalley.gov.uk/housingandenvironmentalhealth/housing/landlords-forum2024?utm_medium=email&utm_name=&utm_source=govdelivery)

**Overview and Scrutiny Committee Sponsored Roundtable on Water Pollution On 30 April 2024**

representatives from the Environment Agency and Southern Water met Test Valley Borough Councillors at Crosfield Hall in Romsey for a discussion about water pollution. Representatives from the Pillhill Brook and the Test Pan Parish Forum also attended. Questions around investment, actions following the over pumping into the Test, as well as river quality monitoring were discussed.

**Donna Jones re-elected as PCC On 3rd May 2024** Donna Jones was re-elected as Police and Crime Commissioner for Hampshire and Isle of Wight.

**May is local and community history month** Test Valley has two heritage trails that can be explored in Andover and Romsey. Making for a great day out for all the family, both trails will let you discover more about the history of these market towns and find out lots of interesting facts along the way.

**Appendix B Cllr Drew**

**Primary school place offers confirmed by Hampshire County Council** Parents in Hampshire who applied on time for a school place for children starting school in September 2024 – either in Reception Year or in Year 3 in a junior school – have been sent the outcome of their application by Hampshire County Council today (16 April 2024)

The County Council has processed more than 20,500 applications for children to start school in reception year (Year R) and to move from infant to their first year of junior education (Year 3).

More than 99 per cent (99.05 per cent) of parents have been offered a reception year place for their child in one of their three preferred schools, with over 93 per cent (93.64 per cent) allocated a place at their first preference school.

Further information about the admissions process, including a set of Frequently Asked Questions, is available on the County Council's [Admissions webpages](#).

For more information about school transport assistance and the eligibility criteria, please visit the County Council's [Travel to School webpages](#). This includes information on school transport assistance which may be available in certain circumstances, where the national eligibility criteria are met (application deadline 31 May).

<https://www.hants.gov.uk/News/20240416primaryadmissions>

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**Changes announced to Hampshire County Council's Cabinet**

The following changes to Hampshire County Council's Cabinet membership have been announced today.

Councillor Kirsty North takes on the portfolio of Executive Member for Countryside and Regulatory Services, and also retains her Chairmanship of the Employment in Hampshire County Council Committee (EHCC).

Councillor Zoe Huggins has been appointed to the position of Executive Member for Performance, Human Resources, Inclusion and Diversity.

The portfolio changes will come into effect from Tuesday 23 April, at which point the Cabinet will comprise of the following Executive Members:

- Councillor Rob Humby
  - Leader and Executive Member for Hampshire 2050 and Corporate Services
- Councillor Roz Chadd
  - Deputy Leader and Executive Member for Hampshire 2050 and Corporate Services
- Councillor Liz Fairhurst
  - Executive Lead Member for Adult Social Care and Public Health
- Councillor Jan Warwick
  - Executive Member for Younger Adults and Health and Wellbeing
- Councillor Edward Heron
  - Executive Lead Member for Children's Services
- Councillor Steve Forster
  - Executive Member for Education
- Councillor Nick Adams-King
  - Executive Lead Member for Universal Services
- Councillor Kirsty North
  - Executive Member for Countryside and Regulatory Services
- Councillor Zoe Huggins
  - Executive Member for Performance, Human Resources, Communications and Inclusion and Diversity