

UPPER CLATFORD PARISH COUNCIL
 MINUTES OF THE PARISH COUNCIL MEETING
 HELD ON THURSDAY 25TH JULY 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 Hawkins C Williams C Eyre N Freemantle L Dawson G Kemp P Littlehales	E Attwood	M Flood D Drew	4

1.	Apologies for Absence: Cllr Hydes Cllr Hasselman
2.	To receive and accept declarations of interest: Cllr Dawson declared an interest in item no 8 appointment of new Clerk and abstained from discussions and voting.
3.	Public Participation: - Two residents from Valley Mead informed the council that there were some very tall trees on a strip of land in front of some houses. They said the trees had no maintenance in the 30 years they had lived there and were worried about the trees in windy weather.
4.	Borough Councillors Report – See appendix A for full report. <ul style="list-style-type: none"> • Burrell Foley Fischer Architects have been appointed to manage building of the new theatre. • Planning application for theatre due to be submitted soon.
5.	County Councillors Report- Councillor Drews report See Appendix B <ul style="list-style-type: none"> • Caroline Nokes is the new MP for the area. • More devolution of powers under new government. • HCC continuing to trim back the budget. Cllrs reminded Cllr Drew that Watery lane is dangerous and he said he would remind Highways that the vegetation needed to be cut back. HCC are trying to locate owners of a field as the hedge needed trimming back.
6.	To approve the minutes from the Parish Council Meeting held on 12th June 2024 Minutes were circulated prior to the meeting. Proposed Cllr Seconded Cllr Resolved: That the minutes of the Council meeting of the Parish Council held on the 12 th of June 2024 be confirmed and signed as a true record.

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7.	<p>To receive the Clerk's progress report since the last meeting</p> <ul style="list-style-type: none"> • Meeting 10th July cancelled due to being inquorate. • Cess Pit emptied and invoice paid. • Fly tipping removed awaiting invoice. • Clerk interview now taken place and subject to approval by Council new Clerk ready to be appointed. Contract to be issued before appointment in line with employment law. • Laptop needs updating 7 years old , currently can be slow and works on windows 10, no further updates of software will be provided by Microsoft. • Suggest it is replaced prior to Oct/Nov when new agreements for Office 365 • Handover date agreed with training dates agreed. • Legal advice about statutory powers for Chalk Pit refurbishment and rebuilding shared given by HCC solicitor. • Gas boiler at Pavilion Serviced 1st July awaiting invoice. • Play park hedges due to be cut in October, have requested trim back at entrance. • Property reboarded in line with insurance requirements. • Defibrillator confirmed 12 years old, and guarantee has now expired, daily checks are the only way to ensure it is working. • Response from May Fayre Committee circulated, they are hoping the problem will disappear and that they will revisit in the Autumn as the current wet weather will cause more damage. Local farmer is overseeing. • Chalk Pit Rates paid as court summons was threatened by TVBC. • Still awaiting invoice from SSE re Chalk Pit electric. Further contact has been made yet again they promised the PC only needs to pay standing charges. • Application sent to Valuations Office to revalue site as zero as site is not rentable in current state as electrics have been condemned and response was VOA (Government agency) have up to 12 months to make a decision. TVBC will refund rates if VOA agree the valuation of building should be zero. • New action tracker uploaded for highway repairs.
8	<p>Appointment of Parish Clerk – Proposed Cllr Bennet Seconded Cllr Heslop Cllr Dawson abstained as she had declared an interest. Remaining Cllrs were all in favour.</p> <p>Resolved: Cllrs approved Kathryn Baldwin as the replacement Clerk starting from the 1st September.</p>
9	<p>Planning - Review of decisions, applications and responses.</p> <p>9.1 24/01412/FULLN – Andover Manor - Retrospective permission sought for erection of ancillary outbuilding within residential garden to create outdoor kitchen/dining area – Resolved: Parish Council have no objections.</p> <p>9.2 24/01457 Willow Cottage Salisbury Road Anna Valley. Abbots Ann. Resolved Parish Councillors had the following objections: Resolved: Flooding issues as it is on the side of a pumping station, SINC area and the entrance is from a busy national speed limit road. Cllr Dawson will put together the response for the Clerk to submit.</p> <p>9.3 24/0111613/FULNN Cricklade Nurseries Mineral bottling plant & Landscaping. Resolved: Parish Councillors have no objection.</p> <p>9.4 24/01491/FULLN 8 Taskers Drive Anna Valley - Garage Conversion. Parish Councillors have no objection.</p> <p>9.5 24/01618/AGNN Garden House Red Rice. Parish Councillors have no comment.</p> <p><u>Update on previous applications.</u></p> <ul style="list-style-type: none"> • 24/00998/CPLN 44 Above Town single storey extension – Certificate issued • 24/00011/FULLN Paddock House Upper Clatford - No objection – permission

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	<ul style="list-style-type: none"> • 24/01118/FULNN Hope Cottage - no objection to the erection of outbuilding – Permission • 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. <p style="text-align: center;">No decision</p>																																																																
10	<p>10.1 Finance - To receive and approve the Financial Statement 1st June 2024 – 30th June 2024. The Clerk had circulated financial statements prior to the meeting.</p> <p>Bank Reconciliation</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Treasurers account</td> <td style="text-align: right;">£1,523.32</td> </tr> <tr> <td>Business Account</td> <td style="text-align: right;">£18,974.41</td> </tr> <tr> <td>Fix Term Deposit</td> <td style="text-align: right;">£35,000.00</td> </tr> <tr> <td>Fix Term Deposit</td> <td style="text-align: right;">£20,000.00</td> </tr> </table> <p>Resolved: That the financial statements between 1st June – 30th June were approved and signed by the Chairman.</p> <p>10.2 Payments for approval - June 2024</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">TVBC - Grounds Maintenance</td> <td style="text-align: right;">£807.15</td> </tr> <tr> <td>Amport Parish Council water testing</td> <td style="text-align: right;">£19.54</td> </tr> <tr> <td>E Attwood - Salary</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>King Edward Hall</td> <td style="text-align: right;">£30.00</td> </tr> <tr> <td>Playsafety - ROSPA</td> <td style="text-align: right;">£187.20</td> </tr> <tr> <td>ICO</td> <td style="text-align: right;">£35.00</td> </tr> <tr> <td>Hutton Andover - boarding up</td> <td style="text-align: right;">£968.98</td> </tr> <tr> <td>TVBC - Rates</td> <td style="text-align: right;">£864.66</td> </tr> <tr> <td>Andover Rubber Stamp</td> <td style="text-align: right;">£29.34</td> </tr> <tr> <td>SSE - Pavilion</td> <td style="text-align: right;">£12.15</td> </tr> <tr> <td>Stationery</td> <td style="text-align: right;">£9.00</td> </tr> </table> <p>Payments for approval July 2024</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">TVBC- Grounds Maintenance</td> <td style="text-align: right;">£807.15</td> </tr> <tr> <td>E Attwood Salary June (Paid 10th July)</td> <td style="text-align: right;">£578.73</td> </tr> <tr> <td>HMRC Tax June</td> <td style="text-align: right;">£49.60</td> </tr> <tr> <td>E Attwood Salary July (to be 7th August)</td> <td style="text-align: right;">£578.73</td> </tr> <tr> <td>HMRC Tax June</td> <td style="text-align: right;">£49.60</td> </tr> <tr> <td>E Attwood Salary August (to be 28th August instead 11th Sept)</td> <td style="text-align: right;">£578.73</td> </tr> <tr> <td>HMRC Tax July</td> <td style="text-align: right;">£49.60</td> </tr> <tr> <td>TVBC Rates Chalk Pit 2nd Instalment</td> <td style="text-align: right;">£864.66</td> </tr> <tr> <td>Village Hall Interview £6.25 Hall £30.00</td> <td style="text-align: right;">£36.25</td> </tr> <tr> <td>Kirby Gas</td> <td style="text-align: right;">£96.00</td> </tr> <tr> <td>Peckhams Waste - Clear fly tipping To be paid</td> <td style="text-align: right;">£350.00</td> </tr> <tr> <td>K Williams - Paint goal posts</td> <td style="text-align: right;">£23.25</td> </tr> <tr> <td>TVBC Rates Chalk Pit 2nd Instalment</td> <td style="text-align: right;">£864.66</td> </tr> <tr> <td>External Auditor</td> <td style="text-align: right;">£378.00</td> </tr> <tr> <td>MPM Waste - Cess Pit</td> <td style="text-align: right;">£200.00</td> </tr> <tr> <td>M Pritchard Taskers Plinth</td> <td style="text-align: right;">£1,750.00</td> </tr> </table>	Treasurers account	£1,523.32	Business Account	£18,974.41	Fix Term Deposit	£35,000.00	Fix Term Deposit	£20,000.00	TVBC - Grounds Maintenance	£807.15	Amport Parish Council water testing	£19.54	E Attwood - Salary	£578.73	HMRC - Clerks Salary	£49.60	King Edward Hall	£30.00	Playsafety - ROSPA	£187.20	ICO	£35.00	Hutton Andover - boarding up	£968.98	TVBC - Rates	£864.66	Andover Rubber Stamp	£29.34	SSE - Pavilion	£12.15	Stationery	£9.00	TVBC- Grounds Maintenance	£807.15	E Attwood Salary June (Paid 10th July)	£578.73	HMRC Tax June	£49.60	E Attwood Salary July (to be 7th August)	£578.73	HMRC Tax June	£49.60	E Attwood Salary August (to be 28th August instead 11th Sept)	£578.73	HMRC Tax July	£49.60	TVBC Rates Chalk Pit 2nd Instalment	£864.66	Village Hall Interview £6.25 Hall £30.00	£36.25	Kirby Gas	£96.00	Peckhams Waste - Clear fly tipping To be paid	£350.00	K Williams - Paint goal posts	£23.25	TVBC Rates Chalk Pit 2nd Instalment	£864.66	External Auditor	£378.00	MPM Waste - Cess Pit	£200.00	M Pritchard Taskers Plinth	£1,750.00
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	<p>R Bennett Padlock £14.29 Business Stream £34.70 GC Conservation Group Section 137 £150.00</p> <p>Resolved: Payments for June 2024 & July 2024 were approved.</p> <p>10.3 Approval of Clerks pay for July pay (to be paid start of August no meeting) August Pay (Paid Sept meeting to be paid at the end of August to enable P45 & payroll training to take place with new Clerk). The Clerk advised Cllrs that her pay was currently paid two/three weeks after the end of the month and suggested the new Clerks pay is paid by standing order on the last day of the month. Pension information for new Clerk has been circulated.</p> <p>10.4 Approval of Rates for Chalk Pit – Resolved: Cllrs have now approved payment as TVBC have advised a court summons will be issued for nonpayment.</p> <p>10.5 Approval of replacement laptop & office 365 – The Clerk explained that the current laptop was purchased in 2017 and runs on windows 10 which will no longer be available for updates after October. Resolved: Councillors approved the purchase of a new office laptop £300 and Office 365 Software</p> <p>10.6 Approval of new Clerks course with HALC Resolved: Councillors approved the new Clerk undertaking the introductory training Clerks course with HALC.</p> <p>10.7 New signatory Resolved: Councillors approved adding the Clerk as signatory to the account. A requirement to process payments.</p> <p>10.8 Conclusion of Audit. There were no comments from External Auditor BDO. The conclusion of audit has now been published on the website and noticeboards dated 25/07/2024.</p>
11	<p>Playing Fields - To report the Monthly Monitoring of the Play Park Equipment</p> <p>11.1 Coronation Field Anna Valley Playing Field – Cllr Williams confirmed the entrance to the play park had been trimmed back. The goal posts had been painted. It was commented that the goal post needed a net. It was reported all the equipment was satisfactory.</p> <p>11.2 Balsbury Bridge Playing Field – Cllr Williams reported all the play park equipment was satisfactory . A resident has written in about the bench facing the stinging nettles. The nettles are a natural barrier to stop people entering the river. It has been suggested that the bench is moved but Cllrs believed it may be fixed to the ground. Cllr Heslop will inspect the peer for rust and see if any repairs are required .Cllr Williams reported dead branches in the brook.</p>
12	<p>Trees and Open Space.</p> <p>12.1 Willow Tree Balsbury Play Park – A quote of £975.00 has been received for the tree pollard, although it was recommended that the tree has some new growth so may recover. Resolved: Cllrs agreed to wait to see if the tree continued with the regrowth.</p> <p>12.2 Balsbury Bridge Playing Field Hedge Councillors agreed this should be added to TVBC schedule of works for next year. Resolved: The Clerk will write to TVBC.</p>

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	<p>12.3 Trees at Brook Way, Valley Mead & Taskers Drive- Cllr Kemp reported that the trees really need to be viewed by a professional. Brook Way and Valley Mead. Residents at Valley Mead are happy to contribute to the cost. Resolved: The clerk will request a tree surgeon to visit the area with Cllr Kemp and provide a professional opinion and quote for any works deemed essential</p> <p>12.4 Valley Mead – Rubbish had been thrown in the river and was floating down stream.</p> <p>12.5 Hedge between Farm shop and Cricklade nurseries Cllr Hawkins will report this to HCC as the hedge is encroaching onto the Highway.</p>
13	<p>Footpaths & Highways</p> <p>13.1 The following scheduled works are due to take place. Work scheduled to take place on the 26th of July on Watery Lane Foundry Road /Windmill lane surfaces issues are scheduled. Sam Whites Hill have work scheduled for jetting through drains.</p> <p>13.2 Speeding along Watery Lane. Cllrs discussed the traffic but as this road is a national speed limit. Cllrs to pursue whether a speed indicator device could be placed before the speed limit sign. Cllrs agreed with the vegetation the road is more dangerous than before.</p> <p>13.3 Application for Conservation Group grant proposed by Cllr Eyre Seconded by Cllr Dawson. All members agreed. Resolved: Cllrs approved a grant of £150 using section 137 £100 for insurance and £50 for consumables.</p> <p>13.4 Above Town – A resident had reported that weeds in the gutter on the highway are preventing access to his car. The Clerk will ring the resident and explain the process is to report to Highways with a photo.</p>
14	<p>Pavilion & Sports Field</p> <ul style="list-style-type: none"> • Cllr Hawkins reported the litter bin on the playing field had been used by a fly tipper and filled with rubble. The bin has been moved out of sight of road users. • Cllr Hawkins will arrange to meet a contractor about some hardcore for the entrance.
15	<p>Environment</p> <p>16.1 Pillhill Brook Association – Cllr Eyre reported that J Wright had sent a picture of some rubbish dumped at Bawksbury Bridge Play Park. 3 monthly river water testing checks are planned to take place at different sites, Abbots Ann, Fyfield and Bawksbury Bridge.</p> <p>16.2 Pan Parish Forum – Cllr Heslop reported that SWA considered the relining of sewers as a success and that they have now paused the project to retain funds. Cllr Heslop asked during the PPF about the damage done to the Watercress beds due to a SWA pipe bursting. The response was SWA would not share details of what they considered a private matter The owner of the Watercress beds will be meeting with Caroline Nokes MP. Cllr Heslop still trying to obtain information under FOI about the total sewage spill.</p>
16	<p>Defibrillator – Cllr Williams reported that a new strip light was required. Resolved: Cllrs approved the purchase of the light. The Clerk will seek a quote for a new defibrillator and ask the WI if they would like to purchase a replacement for the Parish. Cllr Williams will provide an e mail address for the Clerk.</p>
17	<p>Unregistered Field Watery Lane-</p> <ul style="list-style-type: none"> • Cllr Kemp will investigate ownership of unregistered land to protect against further development.

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	<ul style="list-style-type: none"> The owner of Lola's field Watery Lane came forward and offered land for purchase by the Parish Council. The Clerk advised that CIL money would be available for purchasing land for allotments. Cllr Kemp will discuss with the owner to see if leasing would be possible. <p>Resolved: The Parish Council would be unable to raise 50% of that amount to match fund the CIL money and it was felt that the Chalk Pit refurbishment was currently the priority.</p>
18	External Committee and Events – None.
19	Correspondence received for discussion – Cyber security was offered by the Police for community groups- The Clerk will circulate the e mail to Cllrs. Cllr Eyre will advertise to see if there is any interest in the event.
20	<p>Chalk Pit – Working group discussions.</p> <ul style="list-style-type: none"> Cllrs discussed results from the consultation, not to lose control of the site and to continue trying to provide an income for the Parish. Resolved: Cllrs agreed not to sell the Chalk Pit but to move forward with the rebuild. Options are either demolition, refurbishing the existing Chalk Pit or rebuilding to provide offices and community space. Demolition of the other buildings on site also included. The new building is to be single storey, with business units, office and community facilities, in a simple barn like building with large span glazing. Resolved: Cllrs approved to rebuild the Chalk Pit building rather than refurbishing the current building which is not fit for purpose. The Chalk Pit's cliff face's future stability will need to be assessed for both planning as well as Health & Safety alongside the Chalk Pit building. Cllr Heslop had obtained quote for a survey to be carried out by a specialist firm. Although current Financial Regulations states three quotes are required for contracts over £3000, it was considered that this is a very a specialist area to survey a Chalk Pit cliff face that Cllrs Resolved: to approve the survey quote costing £6850 plus VAT to detect ground movement and the stability of the Chalk Pit face by CGL who are specialist geotechnical and geoenvironmental consultants. If movement is found a further in-depth survey will be required. Design – The Initial design was approved at £3250 if Financial Regulations allow. <i>Post Meeting Cllr Bennett will renegotiate to see if the initial design can be completed for £3000.</i> A quote was received from a consultant to cost out the rebuild. The Clerk advised Cllrs that the tender process for any contract over £30,000 in line with government legislation. The Clerk outlined the process to receive sealed bids. The rebuild is expected to cost in the region of £550,000. Funding – Potential funding sources have been identified to include a corporate donation, community ownership funding, CIL funding, still exploring private sector.
21	<p>Clerk Vacancy: <i>To pass a resolution in accordance with the Public Bodies (Admission to Meetings) Act 1960 to exclude the public and press for discussion re staffing matters where publicity might be prejudicial to the special nature of the business.</i></p> <p>Cllrs discussed pay and were advised by the Clerk that the new contract needs to be issued before the new Clerk commences in the post. Cllrs Heslop & Bennett will review the contract details. The Clerk had circulated details of the pension to also be included in the contract.</p>
22	<p>For next month's meeting:</p> <ul style="list-style-type: none"> Training with HALC for new Cllrs

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23	The next Parish Council meeting is to be held in the Village Hall on Wednesday 11th September 2024 at 7.30pm.
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Appendix A Borough Councillor Hasselmann and Floods Reports

More Education - Koala A local charity, More Education, operating as Koala, has been given £50K from Test Valley Borough Council to launch a new community hub. The charity is providing support to autistic and neurodivergent people between the ages of 5 and 18 who are unable to access mainstream education. To help address some of this need, Koala wanted to create a dedicated space to enable them to expand their offer of hybrid learning and tutoring sessions, as well as creating a special interest library. More Education (Koala) identified an empty unit in the Chantry Centre as the perfect spot but needed funding to adapt the space to best meet the needs of their users, including installing a platform lift, accessible toilets and other critical work. Koala applied for £50,618 from TVBC's Community Infrastructure Levy (CIL) pot, and councillors approved the funding at a cabinet meeting on Wednesday 28 May. It is estimated that the facility will assist an additional 40 to 50 children and young people through tutoring and distance learning. The space will also have the potential to be used by other similar organisations as part of a wider network of support and will benefit users across Test Valley.

Four Fun Fridays is back on 2nd, 9th, 16th and 23rd August 2024 (11am to 3pm) with a great programme of sporty and Olympic themed activities and performances, as well as our usual celebration of arts from around the world. Keep tuned to the Facebook Page Four Fun Fridays to see more details of the programme, coming soon.... Cllr Susanne Hasselmann, cllrshasselmann@testvalley.gov.uk Cllr Maureen Flood, cllrmflood@testvalley.gov.uk

Funeral home visits Following the distressing incident at Legacy Independent Funeral Directors in Hull and East Riding, the Council's Environmental Health team visited a number of funeral homes within the borough. These visits have been positive and have not found any concerns to pass onto the police.

Appendix B Cllr Drew

£3.8 million awarded to Hampshire for even more fast-track employment training. Hampshire's Skills Bootcamp training is to run again for a further year, thanks to an award of £3.8 million from the Department for Education (DfE) This free, fast-track training programme is offered to Hampshire residents and employers, enabling both those in work and job seekers to gain further training and secure higher paid Goodworth Clatford Parish Council Annual Council Meeting Minutes 2 nd July 2024 7 Page 7 of 8 roles, with employers benefitting from upskilled employees. Skills Bootcamp training will boost Hampshire's economy and increase productivity by helping businesses fill specific vacancies which require skills that currently are in short supply. The courses are flexible with learning planned to fit around professional and family commitments allowing people in different circumstances to gain the skills employers are looking for. For most Skills Bootcamp courses, no previous knowledge in the subject is needed. Courses can be classroom-based, on-the-job or online and unemployed participants are guaranteed a job interview at the end of their course. <https://www.hants.gov.uk/News/24052024employmenttrainingPR>

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Let's show domestic abuse the red card. With the UEFA European Championship underway, Hampshire County Council is reminding everyone that there is help available for anyone who may be subjected to domestic abuse and for those needing support to reduce their abusive behaviours. Making a single phone call could make all the difference to someone's safety and wellbeing. While a major sporting event like the Euros is an exciting time for many, during these events the number of incidents of domestic abuse and violence often goes up. Research shows that domestic abuse incidents increase by more than a third when England loses a game and by around a quarter when they win. Anyone concerned that domestic abuse may be impacting the welfare of a friend, family member, neighbour or colleague, or concerned about the behaviour of someone they know, should contact Hampshire Domestic Abuse services. People subjected to domestic abuse and those using abusive behaviours often struggle to reach out and get the help they need, so it is vital that others speak up, if they can. How to get help • If you or someone you know is affected by domestic abuse, seek help. Call the Hampshire Domestic Abuse advice line on 03300 165112. • If you are in immediate danger, call 999 and ask for the police. If you can't speak and are calling on a mobile, press 55 to have your call transferred to the police. Find out how to call the police when you can't speak. • If you're concerned about your behaviour towards someone else, help is also available. Call the Hampton Trust on 023 8000 9898. <https://www.hants.gov.uk/News/240614noexcuseforabuse>

Free activities and food for children this summer! Don't miss out on a summer of free fun and food! That's the message to parents and carers of children eligible for benefits-related free school meals. Hampshire County Council is reminding families to sign up now to avoid missing out on the many Holiday Activities and Food (HAF) schemes on offer during the school summer holiday (24 July to 30 August 2024). There is a wide range of fun and interesting crafts, sports and outdoor activities for all ages to choose from, which also include a nutritious meal. Free spaces are available for children who receive benefits-related free school meals and vulnerable children who may benefit from the programme. Many schemes also have paid-for places available. The Holiday Activities and Food (HAF) programme makes free places available to eligible children for the equivalent of at least four hours a day, four days a week and for six weeks a year. This covers four weeks in the summer and a week's worth of activities in the Easter and Christmas holidays. Parents and carers who want to find out what is on offer locally can search the Family Information and Services Hub and then register online to be able to book a space. <https://www.hants.gov.uk/News/240620HAFsummer>