



Hurstbourne Tarrant Parish Council

Annual Report 2013/14

Hurstbourne Tarrant Parish Council

Introduction

The parish of Hurstbourne Tarrant is located in the Bourne Valley in North Hampshire. It lies in a designated area of outstanding natural beauty and makes up part of the North Wessex Downs. There are three centres of population made up of the village of Hurstbourne Tarrant, the hamlet of Ibthorpe and approximately half the village of Upton. It is a small rural parish consisting of 385 dwellings with 671 parishioners on the electoral register. Although there are a number of local businesses, there is no major centre of employment. Public transport is very limited but the area contains beautiful scenery and offers many footpaths and bridleways. Most of the built areas within the parish of Hurstbourne Tarrant are designated within a conservation area containing a high proportion of listed buildings including a number of thatched barns and cottages dating from the early to mid 17th century.

Some of main parish facilities include:

- Village Church;
- Primary school – approximately 110 pupils;
- King George V playing fields and pavilion and public car park;
- Village shop/post office;
- Petrol station and garage shop;
- Village public house;
- Hurstbourne Tarrant Royal British Legion.

The parish council is a small body made up of 6 councillors and it meets every month. The parish council comes under jurisdiction of Test Valley Borough Council which in turn is part of Hampshire County Council.

The council levies a precept of £9,750 pa (equivalent to £27.08 pa/household at band D rating) and on average year has an expenditure of approximately £11,500 pa. The council employs one person – a part time Clerk / Responsible Finance Officer.

The parish council does not operate any system of committees, given its small size, all business is transacted by the full parish council and occasionally working parties may be established to carry out project work. Each councillor has a portfolio of responsibilities which are assigned at the annual parish council meeting each May.

Hurstbourne Tarrant Parish Council

Elected Parish Councillors as 5th May 2014

David Sullivan (Chairman) - Portfolio: Allotments and Environment

Dinah Murdoch (Vice-chairman) - Portfolio: King George V Playing Field and Pavilion

Nicholas Melhuish - Portfolio: A343 Project - safety improvements

Clayton Danks – Portfolio: Speed limit reminder (SLR) and Local Business interests

Alan Houghton - Portfolio: Highways and Transport

Jamie Williams - Portfolio: Planning, Upton Village and Pill Heath

Test Valley Borough Councillor

Bourne Valley - Mr Peter Giddings, 16 Shepherds Rise Vernham Dean Andover SP11 0HD –
01264 737647, mobile 07721 051832, Email: cllrpgiddings@testvalley.gov.uk

Hampshire County Councillor

Andover North – Mr Timothy Rolt – UKIP. The Chestnuts, Church Lane, Goodworth Clatford,
Andover, Hampshire, SP11 7HL. Telephone: 01264 358365 Mobile: 07795 204233.

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Hurstbourne Tarrant Parish Council

Parish Councillors' reports for 2013/14

Chairman's Summary and Allotments and Environment reports by Councillor David Sullivan

King George V Playing Field and Pavilion report by Councillor Dinah Murdoch

A343 Project - safety improvements report by Councillor Nick Melhuish

Planning and Upton Village report by Councillor Jamie Williams

Highways and Transport report by Councillor Alan Houghton

Speed limit reminder (SLR) and Local Business interests reports by Councillor Clayton Danks

Financial Report for the year ending 31st March 2014 by David Baker

HbT Development Trust Annual Report for Parish Council Annual Report 2013/14

Community Speed Watch (CSW) report by Rupert Conder

Flood Working Party Executive Summary by Rupert Conder

Hurstbourne Tarrant Parish Council

Chairman's Summary and Allotments and Environment reports

I believe the Parish Council has served the community well during the past year. I would like to thank my fellow councillors for their cheerful and willing involvement to serve the village and satisfy our legal and public responsibilities. In particular the efficient work done by the clerk, Mr David Baker, without whose help and guidance I, personally would struggle to satisfy the requirements of proper administration. Also we value the work done on behalf of the Council by Mr Rupert Conder and the very heavy responsibility for replacing the pavilion primarily by Mr Andrew Russell and Mrs Susie Hoare. Good connections with TVBC and HCC are due to the attendance and work of Mr Peter Giddings and Mr Tim Rolt. Tim's work was much appreciated during the winter flooding.

Allotments: All allotments are cultivated and due to our policy of splitting original plots into two smaller plots on vacancy, there are no waitlisted applicants from the parish. The annual rent for a large plot was raised to £20.00 from £12.00 to cover higher water charges. The Parish Council believes the allotments to be a valuable resource that cements community spirit.

The environment: The main subject has been the Winter flooding of the valley due to high rainfall in the first quarter. The main river ran well and efficiently but the Netherton flow caused problems due to its quantity and faults in the 50 year old pipe from The Dene to Church Street. A working group has been set up to determine future actions that we can do and those which are the responsibility of other agencies. Footpaths have been cleared after the winter storms and thanks to Mrs Helen Levy who notified us of the locations where work was needed.

King George V Playing Fields and Pavilion report

There is not a lot to report on the Playing Field which is continually used by both the Village and the School, whether it is a Fete, Flower Show or Summer Fair. The HbT 5k multi-terrain run was a great success this year which started and finished on the playing fields. Dog fouling is still a bit of a problem but people seem to be more responsible. The play equipment is continually used so I think we should all be delighted that the Field is a designated King George V field in Trust and that it can never be built on!

With regards to the old pavilion, which has served as a very useful asset for over 50 years, I hope that this will be the last Annual Parish Meeting we will hold there, as joy of joys, and thanks to lots of you, we will pull it down and build the new community hall before May 2015? We have raised a great deal of money over the years and have now secured a substantial grant from HCC and another from TVBC and have enough to start. The only problem at the moment seems to be the odd visiting bats! However bat boxes have now been put up so I hope they will pop into them.

A343 Project - safety improvements report

During 2013/4 we have taken a number of initiatives to deal with safety on the increasingly busy A343. The recent floods highlighted the need for an appropriate traffic management strategy as it was clear for all that the road is simply not suited to large HGVs and struggles with traffic volumes in rush hour if there are any bottlenecks on the road. During 2014 we will continue to work with the HCC Highways department though as usual red tape and "rules" seem to make for hard work in achieving common-sense outcomes.

Hurstbourne Tarrant Parish Council

Specifically during the year we were able to use some HCC grant money to create the pavement from the bus shelter to the garage which makes for a much less hazardous and muddy walk past the Dean Green water meadow. In conjunction with Rupert Condor and AGAS we have investigated the creation of a Community Speed Watch. A number of volunteers came forward and the process of CRB checks and training is ongoing. Things were slowed down by the flooding but Rupert is hoping to trial this later in the year and we will see if it has an impact on speeding.

There were a number of small improvements around The Square though this remains a very difficult area as far as traffic management is concerned with most possible mitigation stymied by regulations which make it difficult to slow traffic on a series of narrow blind corners after a hill. All ideas here are gratefully received.

We are waiting to hear whether 40mph buffer zones can be installed at the top of Hurstbourne Hill and on the northern approach to slow traffic before entering the 30mph zone in the core of the village. Despite this being in place in Highclere and there are advanced warning signs in Enham (which we have also requested) we are yet to hear whether this is compliant with HCC policy.

We will continue to try to implement suggestions from Parishioners as this is a key factor affecting the quality of life in the village.

Planning and Upton Village Report

No report submitted.

Highways and Transport report

No report submitted.

Speed Limit Reminder (SLR) and Local Business Interests report

It has been a quiet year regarding the Speed Limit Reminder (SLR) signs. The system has operated well, with no failures.

Regarding local business. The George and Dragon has been sold to Patrick Fowler, who has managed to achieve planning permission and has now started the building works, so hopefully in the not too distant future the pub will be back up and running.

Hurstbourne Tarrant Parish Council

Financial Report for the year ending 31st March 2014

The council's cash reserves stand at £19,935 at 31st March 2014 (£17,691 at 31st March 2013). The reserves are maintained to produce investment income and to fund capital projects.

The Parish Council recorded a surplus of £2,244 for the year to 31st March 2014.

See Table 1 Statement of Accounts and Table 2 Bank Reconciliation for more detailed information.

The precept in 2014/15 has been held at £9,750. This translates to a nil increase in 2014/15.

The Band D levy for Hurstbourne Tarrant for 2014/15 is set at £27.08 per household and this remains approximately 15% below the average Band D precept levied by parish councils in Hampshire.

Hurstbourne Tarrant Parish Council – Table 1			
Statement of Accounts for Year Ending 31 March 2014			
Box		2012/13 £s	2013/14 £s
1	Balances Brought Forward	23,105	17,691
2	(+) Annual Precept	4,875	9,750
3	(+) Total other receipts	4,646	3,321
4	(-) Staff Costs	-2,386	-2,386
5	(-) Loan interest capital repayments	0	0
6	(-) Total other payments	12,549	8,441
7	(=) Balances carried forward	17,691	19,935
8	Total Cash	17,691	19,935
9	Total Fixed Assets Includes long term investments (unit trust shareholding)	98,627	98,006
10	Total Borrowings	0	0

Hurstbourne Tarrant Parish Council

Table 2

Hurstbourne Tarrant Parish Council

Bank Reconciliation

Prepared by: David Baker (Clerk /RFO) Date: 31 March 2013 31 March 2014

Approved by: David Sullivan Date: 31 March 2013 31 March 2014
(Chairman of the Parish Council)

Financial Year ending 31 March 2014

	2012/13	2013/14
Balance Treasurers Account (00730337) per Bank Statement	1,000.00	1,000.00
Balance Instant Access (07150069) per Bank Statement	10,695.24	11,885.16
Balance 30 Day Notice (07210851) per Bank Statement	7,693.55	7,697.43
Outstanding Cheques as at 31 March	-1,697.78	-648.00
Outstanding Credits as at 31 March		
Nett bank balances 31 March	17,691.01	19,934.59
	Total cash	17,691.01 19,934.59
Opening Balance	23,105.29	17,691.01
Less debtors		
Add creditors		
Add: Receipts in the year to 31 March	9,521.08	13,070.92
Less: Payments in the year to 31 March	-14,935.36	-10,827.34
Closing Balance per cash book as at 31 March	17,691.01	19,934.59
	Closing Balance	17,691.01 19,934.59

Accounts have been approved by our internal auditor Tammy King and will be reviewed by BDO LLP (external auditor) later this year.

The Parish Council is grateful to Tammy King for giving her services free of charge in carrying out our internal audit of accounts which helps the parish council maintain lower costs.

Hurstbourne Tarrant Parish Council

Base Budget Financial Year 2014/15

	Income	Expenditure	Surplus / Deficit
King George V Field	50.00	1,100.00	-1,050.00
King George V Pavilion	550.00	1,600.00	-1,050.00
Dene Green		200.00	-200.00
Tennis Court	15.00	50.00	-35.00
Allotments	190.00	190.00	.00
Repairs & Maintenance		1000.00	-1000.00
Interest	800.00		800.00
Wayleaves	100.00		100.00
Sub-Total	1,705.00	4,140.00	-2,435.00
Administration			
Clerk		2628.00	-2,628.00
Stationery		650.00	-650.00
Insurance		890.00	-890.00
Audit		135.00	-135.00
Other		600.00	-600.00
Sub Total Administration		4,903.00	-4,903.00
Grants & Donations		750.00	-750.00
New projects:			
Shared Speed Indicator Device annual charges		400.00	-400.00
Elections fund		300.00	-300.00
New projects		1000.00	-1000.00
Sub-Total		2,450.00	-2,450.00
Total Income / Expenditure	1,705.00	11,493.00	-9,788.00
VAT refund from 13/14	400.00		400.00
Precept	9,750.00		9,750.00
Base Budget Total	11,855.00	11,493.00	362.00

Hurstbourne Tarrant Parish Council

HbT Development Trust Annual Report for Parish Council Annual Report 2013/14

An enormous amount of work has taken place on the Community Centre project during the year. In summary, the focus of our actions has been on:

- Continued local fund raising & moving forward with grant funding applications
- Finalising design details and specifications incorporating key suggestions received from within the village, as well as expert advice on achieving best value in terms of capital costs and operating sustainability.
- Putting in place the necessary 'enabling' actions – statutory, legal, environmental,
- Strengthening communications on all key aspects of the project.

Since the inception of the project, village fund raising events and activities and some very generous donations and pledges meant that we had in hand a total of nearly £190,000 at the end of March, 2013.

In the year 2013/14 alone we have raised a further £292,000 bringing the total funds raised to £482,000 against a target capital budget of £530,000 based on current working assumptions.

As well as two very generous private donations and a pledge of some £50,000 from the church hall sale proceeds, a key factor in raising such a great deal of money during this year was our successful application for a grant from Hampshire County Council's Community Buildings Capital Fund which resulted in a grant award to the project of £150,000. We were one of only six organisations who were awarded a grant from HCC following a very lengthy application process. In addition, we secured the maximum possible grant contribution from Test Valley Borough Council's Community Asset Fund of £25,000, as well as two smaller capital grants totalling £10,000 from other grant bodies – bringing the total external grant funding achieved to £185,000.

Further 'bids' for capital grant funding are in train and we should know the results of many of these in the near future.

We have had a major drive during the year to strengthen two-way communications about the project – within the village and with wider stakeholders. In addition to regular progress updates and 'stop press' announcements via our monthly bulletins – by email, in the parish magazine, at each parish council meeting, on the project web site, on village notice boards, and so on – we have run information displays at all main village events. Feedback from the village on the success of this initiative has been most encouraging.

The project has now reached a stage where provided we can be sufficiently confident that we will reach the necessary target funding levels, work on building the new Community Centre could start in early autumn 2014. To this end, and in parallel with further fund raising and grant applications, the focus of our activities during the early part of 2014/15 will be on completing all the other actions needed to enable us to proceed with building the new Centre. For example, securing amended planning approval, obtaining a licence from Natural England to migrate the bats from the pavilion roof, going out to tender for the building works and putting in place the 125 year lease of the land with the Parish Council.

For more information about the project and latest developments, including the current fund raising position please go to: <http://www.hbt.org.uk/NewVillageHall.htm>

Community Speed Watch (CSW) report by Rupert Conder

The flooding in Hurstbourne Tarrant has distracted the effort being made to set up the Community Speed Watch scheme; however, as the water has receded the average speed of traffic through the village has increased and is now back to its usual illegal level.

So far twenty individuals have volunteered their time to help support the Scheme of which I have received twelve completed application forms which have been collected by our Police Community Support Officer.

Hurstbourne Tarrant Parish Council

A training session advised by the Police to cover legal aspects, Health & Safety and how to operate the system will be arranged for volunteers once the applications have been processed. We will then be ready to run the trial.

Flood Working Party - Executive Summary by Rupert Conder

1. Aim. The aim of this report is to recommend action to mitigate the effects of flooding in Hurstbourne Tarrant (HbT) and Upton in the future by enabling surface water to flow through the villages as quickly as possible, and, if the water exceeds the capacity of the drainage system, to store the water clear of buildings so as not to raise the ground water affecting them directly.
2. Limitations. The distance between Upton and Ibthorpe is such that flood-mitigating action in Upton would not have any impact on HbT; similarly it is unlikely that flood-mitigating action in Vernham Dean would have any impact on Upton. However the effect on communities downstream must always be considered when planning the holding and release of large volumes of water from upstream.
3. The following Schedule of tasks was set for the completion of the agreed actions:

No.	Description of task	Who by	Target date
1	For Safety reasons, a grid should be fitted on the entrance to the culvert on Dene Green	Parish Council (PC)	31 July 2014
2	A formal request should be made to Highways through HCC for all culverts to be examined by CCTV survey, blockages cleared, capacity established and damaged culverts replaced by larger capacity pipes.	PC	Request to be submitted to Highways by 30 June 2014, copy to Cllr T Rolt
3	Submit a request to Highways through HCC for a new drain to be established from the front of The George & Dragon into the river by the bridge to alleviate flooding in Church Street.	PC	Request to be submitted to Highways by 30 June 2014, copy to Cllr T Rolt
4	a. To confirm ownership of The Green; b. Dig out the ditch from the garage to the bus shelter along the existing ditch as the main watercourse so that the Green is only ponded by exceedance above the capacity of the drain exiting the Dene. c. Advice on funding to be sought from Cllr T Rolt to install a culvert under the "drier track" with the same capacity as that under the garage. d. Install the culvert under the "drier track". e. On a flood alert, lay, overlap and peg down pond liner or a more permanent non-permeable surface.	David Sullivan to check PC Working Party (PC WP) PC PC PC WP	31 May 2014 30 September 2014 31 May 2014 30 September 2014 As required
5	The area under all bridges should be cleared of rubble to ensure that it does not cause flow-turbulence.	PC WP	30 September 2014
6	Establish and record the riparian ownership of all watercourses	PC	31 August 2014
7	All ditches, waterways and the river bed should be dug out, widened and deepened by riparian owners or, where these cannot be identified, by the Parish Council.	PC	30 September 2014
8	Suitable pooling areas are to be identified and, where appropriate, the land cleared, and dug out and dykes [possibly	PC WP	30 September 2014

Hurstbourne Tarrant Parish Council

	felled trees] installed to control the flow for both the Cock and Hen bournes.		
9	A record of stores, including their ownership and location, which would be useful in emergency situations should be maintained by the PC. A store of sand and bags should be maintained in each community.	PC	Data collection to be added to the questionnaire. List finalized by 30 November 2014. Sand and bags to be collected by 30 November 2014
10	The removal of the willow, which may be blocking the drain in Church St, is to be discussed with the owner and, if agreed, a planning application, to be submitted	DS	31 May 2014
11	Identify ditches which may be developed to channel exceedance water away from buildings	PC WP	30 September 2014
12	a. Set-up a cascading Communication system, so that, in the event of any emergency, there can be an immediate response and all who might be affected can be informed as soon as possible. b. Discuss with Mrs Trish Andrews the setting-up of an accessible web-site for flooding information.	PC	30 September 2014
13	In Upton, request Highways that a larger conduit be installed under the road to keep water off the road	PC	Request to be submitted to Highways by 30 June 2014 copy to Cllr T Rolt
14	In Upton, lower the concrete ditch edge to below the road level to enable surface water to enter the culvert.	James Mihell (JM)	30 September 2014
15	In Upton, consider the feasibility of installing a culvert through the Miller's yard.	JM	JM to discuss with the owners by 31 July 2014
16	House-holders, especially those whose property has been flooded this year, should examine whether digging a French drain around their buildings with a float pump in a sump to reduce ground water level is practical.	Individual Property Owners	On-going
17	Circulate a questionnaire to all residents in the parish about the flooding to gain the support of the Community	PC	30 June 2014
18	Set up a Consortium and to complete and implement an approved Flooding Action Plan		30 June 2014
19	In HbT, arrange for the drain under Church Street to Murrle Cottage to be checked annually to ensure that there is no root intrusion.	PC	30 October annually
20	Request TVBC to inform residents of the dates of street cleaning and drain clearing so that residents can avoid parking when cleaning is due.	PC	Request to TVBC by 30 September 2014
21	Encourage residents to sweep up the leaves or gravel on the pavement outside their property or on the road to reduce the debris in the gutters and drains.	PC	30 November annually
22	Obtain a plan of all drainage systems in HbT and Upton.	PC	30 November 2014
23	Send a letter to TVBC concerning the requirement in old properties to have to reduce the level of existing ground floors to provide head-room.	PC	30 June 2014
24	Apply to the Flood Forum for guidance and advice on funding	PC	31 July 2014
25	Gather historical data to determine all old local watercourses and areas in which ponded in the past.	Mike Nash	30 November 2014
26	Remove trees in the screened area of The Green to enable flow of surface water	PC WP	30 October 2014
27	Plant hedging alongside A343 to screen The Green	PC WP	30 November 2014
28	Discuss with TVBC/ Highways the holding of flood and diversion signs.	PC	30 September 2014

Hurstbourne Tarrant Parish Council

Dates for Parish Council meetings – May 2014 to Apr 2015

Date of meeting	Type of meeting	Venue and start time
19 May 2014	Annual Parish Council Meeting Note: 1	Pavilion – 6.00 p.m.
19 May 2014	Annual Parish Meeting Note: 2	Pavilion – 7.30 p.m.
16 June 2014	Parish Council	Pavilion – 7.30 p.m.
21 July 2014	Parish Council	Pavilion – 7.30 p.m.
18 August 2014	Parish Council	No meeting planned
15 September 2014	Parish Council	Royal British Legion – 7.30 p.m.
20 October 2014	Parish Council	Royal British Legion – 7.30 p.m.
17 November 2014	Parish Council	Royal British Legion – 7.30 p.m.
15 December 2014	Parish Council	Royal British Legion – 7.30 p.m.
19 January 2015	Parish Council	Royal British Legion – 7.30 p.m.
16 February 2015	Parish Council	Royal British Legion – 7.30 p.m.
16 March 2015	Parish Council	Royal British Legion – 7.30 p.m.
20 April 2015	Parish Council	Royal British Legion – 7.30 p.m.

Note 1: The Annual Parish Council meeting must be convened within 14 days of the date of elections within an election year.

Note 2: The Annual Parish meeting is a meeting of the electorate

Contact details for Hurstbourne Tarrant Parish Council

David Sullivan	Chairman	01264 736514	horseshoelane2@btinternet.com
Dinah Murdoch	Vice-Chairman	01264 736251	parsonage.farm@btconnect.com
Jamie Williams	Councillor	07977 077875	info@locksdrove.co.uk
Clayton Danks	Councillor	01264 736697	claytondanks@hotmail.co.uk
Nicholas Melhuish	Councillor	01264 736443	Nicholas_melhuish@yahoo.com
Alan Haighton	Councillor	01264 736373	amandahaighton@btinternet.com
David Baker	Clerk	01264 736436	theparishclerk@hbt.org.uk
Village and parish council website			www.hbt.org.uk

Any correspondence for the Parish Council should be addressed to
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End of report