

HURSTBOURNE TARRANT PARISH COUNCIL

Chairman: Councillor I Kitson

736677

Clerk: Mrs M Edwards

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SUMMONS issued under LGA 1972, Sch 12 para 10(2)(a)

ORDINARY MEETING OF THE PARISH COUNCIL

I hereby give notice to the Councillors that a meeting of the Hurstbourne Tarrant Parish Council will be held on **Monday 21st January 2019 at 7.30pm, at the Hurstbourne Tarrant Community Centre**, at which your attendance is required.

Members of the Press and Public are entitled and encouraged to attend

AGENDA

1. **Apologies for Absence**
2. **Public participation** – to receive any questions or petitions (for information only)
3. **Declarations of Interest** – to receive any declarations of interest from councillors
4. **Minutes of previous meeting** - To approve and sign the minutes as a true record of the parish council meeting held on 17th December 2018.
5. **Actions arising** from previous minutes (for information only)

Complaints received regarding installation of mobile home at 2 Rookery Cottages, The Hill, HBT and subsequent parking issues. Cllr Williams updated that planning enforcement officers had attended and confirmed that the construction was classed as ancillary usage in the curtilage of the dwelling, as it could be moved without specialist contractors. Cllr Williams offered to visit the occupiers as there were still continuing parking issues on the main road.

Complaint concerning the noise generated by the glass recycling bank at the RBL at Ibthorpe. Clerk had been in contact with TVBC who had provided details of recycling options, which in turn had been given to Mr Kumar at the Family Shopper at The Dene, who would be contacting his landlord to investigate options. Clerk to update at next meeting.
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6. **Planning Applications** - To review details of planning applications received and to agree what actions should be taken.
- 18/03300/TPON - Little Thatch, Pill Heath Cottage Lane, HBT - Mrs Hudson - fell 1 x Ash. Expiry prior to PC meeting on 16/1/19.
7. **Councillors' Reports**

HURSTBOURNE TARRANT PARISH COUNCIL

8. Clerk's Report & Correspondence

- Councillors to agree to the Chairman signing the precept application for 2019/20 at £15,300

9. Performance Monitoring – 2018/19 Q3 Report - To review and to accept the financial report for Q3 2018/19 and to agree any actions required.

10. Annual review of regular contracts - to review all regular contracts in excess of £1000 pa and to agree any actions required to ensure value for money is being achieved

11. Disbursements – To review and authorise monthly payments

Payment Method	Amount Total £	Reference (if applicable)	Payee	Description
BACS	515.54		M Edwards	Salary - January 2019
BACS	128.80		HMRC	PAYE - January 2019
BACS	240.00	INV-2579	Rural Business Hub	Payroll service Jun 2018-Mar 2019
BACS	871.95	INV-8904	Kitson Recycling Ltd	Dene Green security - materials
BACS	888.00	INVOICE 15/12/18	Lansdown Fencing	Dene Green security - labour
BACS	218.17		Mr A Watson	VDS printing and publicity
BACS	180.00		HTCC	Swifts 6 month hall hire
BACS	360.00		HTCC	Hire charge for PC mtgs 2019/20
TOTAL	3402.46			

12. Next meeting 18th February 2019 and to receive any forward plan updates or agenda items.

M Edwards
16th January 2019

HURSTBOURNE TARRANT PARISH COUNCIL

Chairman: Mr I Kitson
Clerk: Mrs Miriam Edwards
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MINUTES OF ORDINARY PARISH COUNCIL MEETING

Monday 17th December 2018, at 7.30pm, held at the Hurstbourne Tarrant Community Centre

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Councillors present:

Ian Kitson (IK)(Chairman),
Mark Thomas (MT)(Vice Chairman),
David Sullivan (DS)
John Partridge (JP)

Louisa Russell (LR)
Jamie Williams (JW)
Clerk (ME)
County Councillor Kirsty North (KN)

DRAFT

HURSTBOURNE TARRANT PARISH COUNCIL

93. Apologies for Absence

- 93.1 Apologies were received from Borough Councillor Peter Giddings. The Chairman welcomed Cllr John Partridge to his first meeting after being co-opted onto the Parish Council. He also passed on good wishes to Cllr David Sullivan who was in attendance despite having an operation only a few days previously.

94. Public Participation

- 94.1 4 members of the public attended the meeting.

95. Declarations of Interest

- 95.1 There were no declarations of interest made.

96. Minutes of the Previous Meeting

- 96.1 The minutes of the Parish Council meeting of 19th November 2018 were approved and signed by the Chairman as a true record.

97. Actions arising

- 97.1 Lengthsman to be asked to top Dene Green - Lengthsman completed this task in November. **Complete.**
- 97.2 Allotment risk assessment - beech hedge and ash tree annual growth near entrance to be cut back during winter months. **Completed on 24th November by volunteers.**
- 97.3 Complaints received regarding installation of mobile home at 2 Rookery Cottages, The Hill, HBT and subsequent parking issues. Cllr Williams updated that planning enforcement officers had attended and confirmed that the construction was classed as ancillary usage in the curtilage of the dwelling, as it could be moved without specialist contractors. **Cllr Williams offered to visit the occupiers as there were still continuing parking issues on the main road.**
- 97.4 Complaint concerning the noise generated by the glass recycling bank at the RBL at Ibthorpe. Clerk had been in contact with TVBC who had provided details of recycling options, which in turn had been given to Mr Kumar at the Family Shopper at The Dene, who would be contacting his landlord to investigate options. **Clerk to update at next meeting.**

98. Planning Matters

- 98.1 **18/03101/TREEN** – Bourne House, The Square, HBT - Mrs Copinger-Symes - (T1) Yew - fell ; (T2) Yew - reduce crown leaving 9m high tree ; (T3) Yew - reduce crown leaving 7m high tree ; (T4) Yew - crown lift to 3.5m and cut back branches overhanging neighbours ; (T5) Cypress - fell. Expiry 20th Dec. **No comment - visually no issue.**
- 98.2 **18/003115/FULLN** – Maple Ridge, The Dene, HBT - Mr & Mrs Loden - two-storey side extension to provide dining room with bedroom over. Expiry 4th Jan. Cllr Williams update that the building associated with this application was in an elevated position, should not have an impact on any other neighbours, and there were no comments from other residents to date. **No comment.**
- 98.3 **18/03094/FULLN** - Rose Cottage, 1 Village St, Upton - Mr & Mrs Hobbins - conversion of existing store to create annexe with side extension to provide garaging and pony carriage storage. Expiry 4th Jan. A representative from Cherrington Planning was present to answer any questions. Cllr Williams updated that he had met on site the previous week, and reported the following concerns:

HURSTBOURNE TARRANT PARISH COUNCIL

- the annexe was to provide an annexe for a dependent relative plus carer. The property was delisted in 2004 after a fire in 2011/12. In 2015, permission was granted to erect a stable block, which was the property to be converted to an annexe, plus a replacement store area, to be lost during the conversion.
- the residential curtilage has been eroded and there was no clear definition between the garden and the land used for equestrian purposes. A suggestion was to erect a fence to show the residential curtilage.
- there was likely to be a change of character of the building - originally it was for agricultural/equestrian use and therefore the PC supported the original plans. The conversion had residential style windows, double doors, making it a house rather than a barn.
- the roof height was low, and therefore neat, but by putting on the new extension, the 'L' shape would become a 'C' shape and be nearer the road and alters the street scene. His suggestion was to amend the plans to the lower ridge.
- Cllr Williams was concerned that the building would not be 'ancillary' as it was not within the residential curtilage.
- there had been no comments from residents to date, and the statutory yellow notice had not been placed on the entrance to the property.
- the premises would be classed as a heritage asset although not listed.
- Cllr Williams felt that the PC should not comment at this stage, although the objection would be based on scale, appearance and visual impact on the street scene.

Cllr Williams to check whether the expiry date of 4/1 was withdrawn.

98.4 **18/03192/TREEN** - The Old Forge, Upton - Mr Hawkins - (T1) Beech - reduce crown. Expiry 3rd Jan. **No comment.**

98.5 **18/03107/FULLN** - Church Farm Cottage, Church St, HBT - Mr & Mrs Morris - erection of single storey rear extension to provide additional living space, following demolition of conservatory. Expiry 4th Jan. The proposal had a low visual impact, and no objections had been received from neighbours. **No comment.**

98.6 **18/03220/TREEN** - Old School House, Upton - Mr Morriss - various tree works. Expiry 11th Jan. **No comment.**

99. Councillors' Reports

- 99.1 The Chairman updated that the dragon's teeth bollards and gates had been installed on Dene Green to increase security from unauthorised vehicular access.
- 99.2 Cllr Williams updated that he had removed a fallen tree from Lockes Drove which was blocking the ROW at the Ibthorpe end.

100. Clerk's report and correspondence

100.1 The Clerk wished it to be minuted that a grant of £1000 from Borough Councillor Peter Giddings had been received, which was to be used towards the Dene Green security works, and to pass on the Council's thanks in his absence.

100.2 The HBT5 Race Committee had contacted the clerk to request formal permission to use the KGV field for the annual race on 4th May 2019. Councillors agreed this permission should be given.

100.3 Tennis court agreement update - HCC had contacted the Parish Council and asked for a 50/50 donation towards the resurfacing of the tennis courts, which would amount to around £13,000 + VAT. There was currently no formal agreement in force between the PC and HCC regarding the school's use of the tennis court as a playground. The County had been advised in the interim that it was unlikely that the PC could agree to these terms considering the amount requested, and that

HURSTBOURNE TARRANT PARISH COUNCIL

further information had been requested to furnish councillors in order to make a more informed decision in the future.

100.4 The PCC of St Peter's had met with the clerk regarding their monthly Parish Magazine publication. The PCC wished to increase their distribution of the magazine to all households, from a subscription service, but this would leave them with an annual loss of around £600. They had asked if the Parish Council would fund this and were advised that this would need to be discussed and decided formally at a future meeting. The timings would not match their plans to begin the all-households distribution from April, as subscribers were asked for their donations in the February issue. The suggestion was made that they continue for another financial year without change and commit more time to investigating the plan and researching funding during 2019, in time for April 2020.

100.5 Councillors were updated regarding the increase in crime and suspicious incidents along the Bourne Valley and that two arrests had been made at premises in HBT. These reports had been shared on Facebook. The clerk was making enquiries with NHW regarding obtaining information in a timelier manner.

101. Annual review of Hurstbourne Tarrant FOI publication scheme

101.1 The only amendments were to bring the document up to date with online and electronic documentation being available at no charge.

102. Annual review of Hurstbourne Tarrant Complaints Procedure

102.1 No amendments were deemed necessary.

103. Banking Procedure

103.1 Councillors discussed the procedure for making online payments from the Parish Council's bank account, and only approving cheque payments when particularly requested by a payee. The Clerk & Responsible Financial Officer had been made a delegate user of the Parish Council's bank account and was therefore enabled to set up payments and transfers. Advice had been sought from the internal auditor for the 2018/19 financial year.

103.2 **RESOLVED:** The RFO to schedule all payments for a future date, then prepare a schedule of payments requiring authorisation forming part of the agenda for the meeting and, together with the relevant invoices, present the schedule to council who shall review the schedule for compliance and, having satisfied itself, shall authorise payment by a resolution. The approved schedule shall be ruled off and initialled by the Chairman of the meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of the meeting at which payment was authorised. Any cheques required to be written will be signed as per the current procedure by 2 authorised signatories. A monthly bank reconciliation to be provided for the internal controller to approve against bank statements, confirming that only duly authorized transactions were made, and that document circulated to all councillors for information.

104. Budget Planning for 2019/20

104.1 The plan discussed at the meeting on 19th November was unanimously agreed including maintaining the 2019/20 precept at **£15,300**. The following annual subscriptions were approved:

* HPFA annual subscription	£40
* Fields in Trust	£50
* HALC/NALC annual membership fees	£300
* SLCC membership fee	£115

HURSTBOURNE TARRANT PARISH COUNCIL

Councillors agreed that the clerk's salary should remain on the same scale but increase in line with the annual salary review for 2018/19 by the National Joint Council for Local Government Services (NJC) to be implemented from 1st April 2019 (old Spinal Column Point 20, new SCP 9/10).

105. Disbursements

105.1 The following cheques are presented for approval:

Cheque No.	Expenditure	Amount
1382	Clerk's Salary – December	£515.54
1383	HMRC - December	£128.80
1384	Newsletter printing	£95.00
1385	SID new battery	£72.00
1386	Project materials	£243.20
	TOTAL	£ 1054.54

106. Next Meeting

106.1 The next ordinary meeting of the Parish Council to be held on Monday 21st January 2019.
Forward plan agenda items.

- Financial report for Q3 2018/19
- Annual review of regular contracts

The meeting closed at 20.30 p.m.

Signed..... **Chairman**

Date:.....