

# Hurstbourne Tarrant Parish Council

MINUTES OF MEETING	: 17 <sup>th</sup> October 2016
TIME OF MEETING	: 7.30 p m
VENUE OF MEETING	: Community Hall
TYPE OF MEETING	: ORDINARY
PRESENT	: MR MARK THOMAS (MT)
	: MRS LOUISA RUSSELL (LR)
	: MR IAN KITSON (IK)
CHAired BY	: MR DAVID SULLIVAN (DS)
IN ATTENDANCE	: MR DAVID BAKER (DB)
ALSO PRESENT	: CLLR TIM ROLT (HCC)
	: 4 PARISHIONERS

## 68. Apologies

- 68.1 Apologies were received from Cllrs Jamie Williams, Mark Betteridge and Cllr Peter Giddings (TVBC).

## 69. Public Participation

- 69.1 None

## 70 Actions arising

- 70.1

Dean Rise, torn goal nets should be removed or replaced. Councillors David Sullivan and Mark Thomas would carry out the required maintenance. DS & MT to action. <b>Completed.</b>
Affordable Housing poster and guides had been received and councillors agreed to publish the information on parish notice boards and website. DB to action. <b>. Completed.</b>
Website training – the clerk agreed to contact HugoFox to see if individual training sessions could be arranged for ‘digital champions’ to enable them to managed sections of the village website. DB to action. <b>. Completed.</b>
An application for a TENS licencing agreement by the RBL to TVBC was expected. Cllr Mark Betteridge agreed to approach the TVBC licencing officer to determine if the parish council would be consulted on the matter. MB to action. <b>Carried forward.</b>
A stile at the top of Hurstbourne Hill was in need of repair. MT & IK to action. <b>. Completed.</b> Cllr Ian Kitson offered to approach the landowner’s contact to determine how best to resolve the blockage. IK to action. <b>In progress.</b>
Cllr Thomas reported that one of the goal mouths on KGV playing field was in need of further repair. MT to action. <b>. Completed.</b>

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Councillors approved the renewal of the insurance policy at an annual premium of £702.01 under the Hiscox policy. DB to action. <b>Completed.</b>
The clerk requested permission to place the annual advertisement in the parish magazine asking that all firework parties planned within the parish should be notified to the parish council. This would allow for local farm owners to move livestock to safe locations where necessary. Councillors agreed the request. DB to action. <b>Completed</b>
New play area equipment - It was agreed to carry this agenda item forward to the next PC meeting on 17 <sup>th</sup> October 2016. LR to action. . <b>Completed. See Agenda Item 14</b>
Cllr Sullivan asked for an agenda item at the next parish meeting be tabled to review all the current and new projects under consideration by the council in preparation for the next budget planning cycle which was set for the November parish council meeting. DB to action. . <b>Completed. See Agenda Item 16</b>
Mr Gary Edwards offered to keep the parish council briefed on progress made by the flood focus group. GE to action. <b>On-going.</b>

## 71. Minutes of meeting 19<sup>th</sup> September 2016

- 71.1 The minutes of the Parish Council meeting of 19<sup>th</sup> September 2016 were approved and signed by the Chairman.

## 72. Declarations of interest

- 72.1 None.

## 73. Community Speed Watch (CSW) report

- 73.1 Councillor Mark Betteridge had presented his apologies that he was unable to attend the meeting.

## 74. Correspondence

- 74.1 The list of correspondence received during the month was read and passed to the relevant councillor.
- TVBC offer of community emergency packs – The clerk to investigate. **DB to action.**
  - Local Government Settlement Consultation – **All councillors were asked to respond to survey.**
  - Victim Support grant request was discussed and it was agreed to donate £100. **DB to action.**
  - Request to clear part of footpath 32 above Upton was discussed and it was agreed that FP 32 and the Rag Copse footpath should be added to the HCC 2017 cutting list. **MT & DB to action.**

## 75. Planning Applications

- 75.1 There following planning application discussed:

**RESOLVED:** Councillors agreed that the actions documented below would be taken:

16/02351/TELN	29 Sep 16	Application for prior notification of proposed development by telecommunications code system operators – Installation of telecoms generator cabinet, replacement of 3 antennas on the 57.7m high lattice tower and ancillary development thereto, including new 2.1m high fencing. Telecommunications
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		Installation, Land rear of Laramie, Lockes Drove. EE Ltd. <b>Comment to be submitted. JW to Action</b>
16/02354/FULLN	30 Sep 16	Single storey rear extension. Pond Cottage, 1 Hillside, Upton, Andover. Mr and Mrs Rhodes. <b>No comment.</b>
16/02425/FULLN 16/02426/LBWN	08 Oct 16	Erection of first floor extension; internal alterations and creation of new openings at ground and first floor; installation of ground floor w/c and associated alterations to staircase. Rushdown House, Upton, Andover, Hampshire. Mr and Mrs P M Sheaf. <b>No comment.</b>

## 76. Councillors' reports:

- 76.1 Councillors Louisa Russell and David Sullivan had nothing further to report.
- 76.2 Councillor Mark Thomas reported that FP32 was just passable but recommended that FP 32 and the Rag Copse FP should be added to the HCC cutting list for 2017. Cllr Thomas also reported that following the recent wetter weather the wooden footbridge onto the KGV playing fields was very slippery. It was agreed to investigate how best to provide a non-slip surface. **MT & IK to action.** Cllr Thomas also congratulated Susie Hoare and the HTCC trustees for the excellent open evening held on 23<sup>rd</sup> September.
- 76.3 Councillor Ian Kitson commented on the allotments following a recent inspection and risk assessment; two plots were in need of improvement. One plot was released by its current tenant and has been re-allocated to the first resident on the waitlist. The second plot holder requested more time to bring the plot under proper cultivation. Cllr Kitson reported that Aster Housing had still not actioned the felling of a dead tree beside 1 Dean Rise. **DB to action.**

## 77. Clerk's report

- 77.1 Nothing to report.

## 78 Performance Monitoring – 2Q 2016/17 Financial Report

- 78.1 The clerk presented the 2Q 2016/17 financial reports and confirmed that the bank reconciliation report and bank statements had been reviewed by the council's internal controller and had been signed off as a true record as required by the revised financial regulations. A list of variances of budget vs actual figures was presented to councillors.

**Note:** The clerk commented that the current high level of general reserves needed to be addressed. This would be discussed further under agenda item 16 and incorporated into the next budget and financial planning cycle for 2017/18.

**RESOLVED:** Councillors agreed that no remedial action was required.

Overall spending during Q1 and Q2 was in line with budget plans.

## 79 Annual review of Health & Safety – Allotments risk assessments

- 79.1 Cllr Ian Kitson presented the allotment risk assessment report to the meeting. The report's recommendations were discussed and accepted.
- RESOLVED:** Councillors reviewed the risk assessment report on the allotments and noted the actions required.

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## 80 Annual review - Risk register

- 80.1 The clerk presented the risk register report to the meeting. Councillors noted the change to Risk 2 and the addition of four new risks 11, 12, 13 & 14 which addressed financial risks in closer detail.

**RESOLVED:** Councillors discussed and accepted the new risk register.

## 81 New play area equipment

- 81.1 Councillor Louisa Russell and Georgina Wilson presented a report on the purchase and installation costs to upgrade play equipment on King George V Playing fields. Four suppliers had been approached to quote and submit play equipment designs. Councillors discussed the proposals and agreed that Copper Beech Garden Design offered the best solution and best value. Councillors approved design 1 from Copper Beech Garden Design. It was agreed that subject to funding being obtained from TVBC using S106 monies the project could go ahead. It was noted that there was 4-6 week lead time from point of order to installation. Councillor Louisa Russell and the Clerk were asked to submit a request to TVBC for the release of S106 funding. **LR & DB to action.**

## 82 Annual review - Standing Orders & Financial regulations

- 82.1 The clerk presented details of the changes required to the parish council's Financial Regulations to bring it in line with the latest NALC model and legislation as follows:
- MFR 1.6 has been amended to provide for the possibility of disciplinary action in the event of breach of the Regulations, rather than a definitive statement as to gross misconduct
  - MFR 6.4 has been re-written to apply more generally than merely in respect of disclosable interests.
  - Incorporation of the specific requirements of The Public Contracts Regulations 2015 in MFR 11 (as explained in detail in LTN 87 and Legal Briefing L05-15 of January 2016).

**Note:** The regulation lowers the limit from £60,000 to £25,000, to comply with the legal requirements of the Public Contracts Regulations 2015. The limit referred to applies to all public procurement exercises.

**RESOLVED:** Councillors approved the new Financial Regulations and the chairman signed and dated the document.

- 82.2 The clerk presented details of the changes required to the parish council's Standing Orders to bring it in line with the latest NALC model and the new Financial Regulations as described 82.1 as follows:

- To avoid duplication with the new Financial Regulation, Section 30, parts b, c, d, and e of the existing Standing Orders were to be deleted.

**RESOLVED:** Councillors approved the new Standing Orders and the chairman signed and dated the document.

## 83 Project Register

- 83.1 The clerk introduced a draft capital project register that the parish council wished to take forward into the 2017/18 budget planning cycle Councillors reviewed and discussed the 16 listed projects. The following changes were agreed:

- Projects 1, 2 and 5 were signed off as completed;
- Projects 10 and 11 were deleted;
- Projects 3, 6, 8, 14 and 15 part 2 were assigned high priority;

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- Projects 10, 15 part 1 and 16 were assigned medium priority;
- Projects 4, 7, 13, were assigned low priority.

The clerk was asked to update the project register in preparation for the new budget planning cycle for 2017/18 at the next parish council meeting. **DB to action.**

## 84 Working Party 29<sup>th</sup> October

- 84.1 Councillor Mark Thomas confirmed plans had been put in place for the next working party on Saturday 29<sup>th</sup> October.
- KGV, co-ordinator MT, - Rospa actions and general tidy and litter picking.
  - Dene Green, co-ordinators GE & RC – Strimming ditches and paths, litter picking and further landscape planting of hedging and spring bulbs.
  - Bank Tree, co-ordinator JW, hedging, clearing draining channels into the river Swift, general tidy and litter picking.

## 85 Next meetings and forward plan update

- 85.1 The next ordinary Hurstbourne Tarrant Parish Council meeting will be held on Monday 21<sup>st</sup> November 2016 in **the Community Centre** at 7.30 p.m.

Forward plan agenda items:

- Budget setting for 2017/18;
- To review the Clerk's salary for 2017/18;
- To review annual subscriptions for 2017/18.

## 86. Disbursements – 17<sup>th</sup> October 2016.

- 86.1 The following cheques were presented for signature:

Number	Payee	Expenditure	Amount
1217	Came & Company	Insurance premium	£ 702.01
1218	D R Baker	Salary Aug	£ 131.38
1219	HM Revenue & Customs	PAYE	£ 87.60
1220	HALC	Budget course	£ 90.00
1221	Information Commissioner	Data Registration fee	£ 35.00
1222	D R Baker	Consumables Mar –Oct	£ 404.46

**Total authorised      £ 1450.45**

Meeting closed at 9.05 p.m.

Signed.....

*Chairman*

Date:.....